ONLINE SUBMISSION DIRECTIONS

Please print these directions and refer to them to guide you through the submission process. It is the responsibility of the submitter to complete all required steps for successful submission and to submit the abstract in final form for publication.

Abstract submission website – http://aagp2015.abstractcentral.com

GET STARTED:
- If you submitted an abstract for 2014, follow the directions below to log in to your existing account.
- If you did NOT submit an abstract for 2014, follow the instructions to create an account.

Log in to Your Existing Account
- If you submitted an abstract for the 2014 annual meeting, use your existing account.
- If you do not remember your account log-in, use the “Forgot Your Password” link from the left-hand menu, or contact technical support at 888-503-1050 or ts.acsupport@thomson.com.
- As soon as you log-in, you will be redirected to “Modify Your Account” in order to review and complete your account set-up. Review all the contact and personal information listed for you and make any updates.
  - Step 4: Select the submission roles you need, if they are not already marked as “Active”. (For an explanation of the roles, see Step 4 under “Create An Account” below).
  - Be sure to complete Step 5 – Conflict of Interest Disclosure Statement, Permission to Record, and Discussion of Off-Label Use. This information must be entered on an annual basis, and submissions will not be considered complete until all faculty have completed this step.

Create An Account
If you do not have an existing account, choose “Create an Account” (left hand bar menu) and complete the necessary steps to set up your account.

Step 1: Enter your name exactly as you wish it to appear in printed materials.
Step 2: Enter all required fields
Step 3: Please keep a record of your username and password. You will need them each time you visit the site.
Step 4: Select your submission roles based on what you intend to submit (you may select more than one role).
  - For General Sessions:
    - If you are the session chair (the main submitter) select General Session Overview submission, AND General Session Participant submission.
    - If you are a participating faculty member on a session submitted by someone else, select General Session Participant.
  - If you would like to submit a case presentation, select the Case Presentation role.
  - If you plan to submit a poster, choose one of the poster submission roles. (The Early Investigator designation is ONLY for medical students, residents, research fellows and clinical fellows, as well as junior faculty and K-awardees who are no more than 2 years post fellowship training; all others should submit as regular New Research posters.)

Step 5: Complete your conflict of interest disclosure statement, permission to record, and discussion of off-label use. These steps are required as part of the submission process and abstracts will not be considered final until all faculty have completed this step.
Click Save and Continue to complete your account.

After this step, your registration is complete and you may now submit your proposals.
SUBMITTING AN ABSTRACT

Click on the Submission Tab, and then select the type of submission you wish to enter. The options available to you will be based upon the roles you selected in step 4 of setting up your account. If you need to add a submission role, go back to “Modify Your Account” and add the roles you need.

**General Session Submissions – Pages 3-4**

TWO Steps, ONE submitter:
- Submit the Session Overview
- Submit the Individual Participant Abstracts
  (Complete one for EVERY speaker (whether chair, presenter, or discussant) on the abstract, including yourself.)
  LIMIT of 4 TOTAL PARTICIPANTS.

Due June 15.

**Case Presentations – Page 5**

Due June 15.
- One Case, One Presenter – 20 minutes

**Poster Submissions – Pages 6-7**

- New Research Posters – Due October 1
- Early Investigator Posters – Due October 15
- Late-breaking Posters – Due January 15

**Submission or Meeting Questions:** If you have questions regarding the submission criteria or questions about the Annual Meeting, please contact AAGP at 301-654-7850 ext. 105 or meetinginfo@aagponline.org.

**Technical Support:** If you have any difficulty with the submission process, please email ScholarOne Technical Support at ts.acsupport@thomson.com or call:
Direct Number: +1 (434) 964-4100
Toll Free Number (US Only): (888) 503-1050.
ScholarOne Technical Support is available M-F from 3:00 am to 8:30 pm ET. Technical Support can also be reached from anywhere on the site by clicking on the “Get Help Now” button located in the upper right-hand corner of each page.
GENERAL SESSION SUBMISSIONS

Due June 15
TWO Steps, ONE submitter:
✓ Submit the Session Overview
✓ Submit the Individual Participant Abstracts
  (Complete one for EVERY speaker (whether chair, presenter or discussant) on the abstract, including yourself.) LIMIT OF 4 TOTAL PARTICIPANTS

Abstract submission should be completed by one person—either the chair or a designated individual. **Only the person making the submission will have access to view the submission. If you are NOT the session chair, please verify with the chair that they truly want the session submitted under your account.**

STEP 1: SUBMIT THE SESSION OVERVIEW

From the Submission Tab choose General Session Overview Submission. To begin a new submission choose "Create a New Submission" from the left-hand menu. To view, print, or continue editing a draft submission, choose "View Submissions".

Abstract Limit: There are no restrictions on the number of submissions you may submit, but faculty may present at no more than four sessions.

Character Limit: There is a limit of 5000 characters for the text of your submission. The character count includes spaces. You will be advised of your character count usage throughout the submission process as you save and move to the next step.

Title: The title should be entered in Title Case (not ALL CAPS and Not in sentence case). Do not put your title in quotation marks. Do not use formatting tags in the title.

Description: The description will be used to promote the individual symposium in the Advance and Final Programs. Please enter exactly as it should be published.

Overall Abstract: Enter a complete abstract for your session (you may copy and paste). This is the abstract that will be published in the Abstract Supplement of the American Journal of Geriatric Psychiatry. The additional information in the individual speaker abstracts is for the purposes of giving the program committee a clear idea of what each presenter will discuss, and will not be published. (Individual speaker abstracts are submitted in step two, AFTER the general session overview is complete).

Needs Assessment: The Needs Assessment should be 2-3 sentences explaining why the session content is important for physicians to learn. Ideally should include statistics and source references. All overall presentations must include a Needs Assessment to ensure that it complies with the overall Needs Assessment conducted for the 2015 Annual Meeting by the Annual Meeting and Education Committees.

Learning Objectives: Please provide four learning objectives for the session (e.g.; at the end of this session, participants should be able to...).

CME Questions: Five questions are required. Questions must be multiple choice (no true/false or yes/no). Base each question on something that is important to learn, not a trivial detail. Place the main idea in the question, not the answer. Avoid negative questions. An answer must be submitted with each question.

Presentation Type And Category: The Presentation Type is used to place the session in the appropriate Program Track (published in the Program) and the Category is used internally by the program committee for abstract review. Please note that the AAGP Annual Meeting Program Committee may change the Program Track, as deemed appropriate.

Institutions/ Affiliations: Enter all the institutional affiliations for the speakers prior to adding the names of the speakers. The institutions do not need to be added in a particular order to be able to designate speaker affiliations. After entering all affiliations, proceed to the next step of adding speakers and then associating them with the already entered affiliations. Speakers may be affiliated with up to two institutions.

Add Authors: Search for speakers by name before creating new accounts. Any who presented for the 2014 annual meeting will already have an account. If no account exists, you may create a new account for a speaker, but you will need complete contact information in order to do so. This information is critical as it is used for all faculty correspondence.
Enter all speakers in the order that they should appear in the published abstract. Each symposium may have no more than 4 presenters, including the chair and discussants. Each session will be 90 minutes, with at least 20 minutes committed to audience participation. Please note that given the time period, fewer speakers will lead to a more in-depth presentation. (Leave yourself, as the main submitter, marked as the "Presenter" in that column.)

**Please enter complete education history for all speakers, at the bottom of this page. This is REQUIRED for CME documentation.**

Keywords: Up to 4 keywords may be selected. You are required to select at least one keyword.

Tables and Images: You may add up to 2 tables and 2 images to your submission. Tables and images will appear at the end of your abstract, both on the proof and for publication. Neither tables nor images can be placed within the text of the submission.

Abstract Proof: Carefully check the proof of your abstract. Make sure all special characters and formatting are displaying properly in your proof. If you find errors, return to the appropriate page by clicking on the page name in the left-hand menu to make your corrections. AAGP does not provide editing services for your text, so your abstract will be published exactly as submitted by you (though AAGP reserves the right to fix obvious errors that we may find).

*Print a copy of your abstract proof, or copy and paste it into a Word Document, so that you may share it with your session faculty. Only the main submitter can see the abstract submission, so you will need to provide them with copies, if needed.*

Completing Your Overview Submission: If you have not completed all required sections and details you will not be able to submit. When all required information is entered, the "Submit" button will appear at the bottom of the "Proof and Submit" page.

STEP 2: Submit the Individual Participant Abstracts: Complete one for EVERY speaker (whether chair, presenter or discussant) on the abstract, including yourself.

From the Submission Tab choose General Session Participant Submission. Choose "Create a New Submission" from the left-hand menu. (Or to view, print, or continue editing a draft submission, choose "View Submissions.") From the dropdown menu, select the Session Overview Title for which you are adding speakers.

Character Limit: There is a limit of 2000 characters for each participant abstract.

Title: Unique title for each individual presentation is required. For session chairs who are not presenting, you may simply enter "chair/moderator only" in this field. For discussants who are not presenting a formal talk, you may enter "discussant only" in this field.

Abstract: Individual speaker abstracts will not be published, but are used for the program committee during the review and decision making process.

Presentation Type: Choose “Session Participant”.

Bio: Required for CME documentation. Please enter a full paragraph bio that describes speakers’ qualifications to educate others on the topic being presented.

Authors: Enter the name of the speaker for whom you are submitting, and click the “Presenter” button, as well.

Tables and Images: Optional – will not be published unless included in Session Overview.

After Submission is Complete:

✔ Email Your Presenters
Remind ALL presenters (chairs, speakers, and discussants) to log in to their accounts and complete their account information, which includes contact information as well as conflict of interest disclosures, permission to record, and off-label use discussion. (They should receive an automatic email from ScholarOne as soon as you complete the submission; however these are often disregarded or intercepted by SPAM filters, so please contact them directly.) Submissions will not be accepted if all faculty have not provided this required information. Faculty MUST complete this step themselves.

✔ Check Your Submission
You may check to see if speakers have completed their disclosures by going to “View Submissions” and viewing the proof of your submission. The COI Disclosures for all presenters will be listed at the bottom. If it says “No Answer”, it means faculty have not yet completed their account information. To access your complete submission, go to “View Sessions”, where you can access a proof of the complete submission, including the Session Overview and each individual speaker abstract. There should be one overview submission, and one speaker abstract for EACH speaker, including yourself.

Notifications: Notifications will be emailed by August 15, 2014. If you do not receive your notification by that date, please contact AAGP at 301-654-7850 ext. 105 or meetinginfo@aagponline.org.
CASE PRESENTATIONS

✓ Due June 15
✓ One Case, One Presenter – 20 minutes

Each case presentation should be planned for 20-30 minutes. The program committee may combine 2-3 case presentations to create a 90-minute CME session, with ample time for audience participation and discussion. Clinical case presentation sessions are intended to be highly interactive. The presenters will review a short case presentation and then hold discussion with the audience about treatment approaches for that case.

From the Submission Tab click on Case Presentation. To begin a new submission choose "Create a New Submission" from the left-hand menu. To view, print, or continue editing a draft submission, choose "View Submissions". If you don’t see a button for Case Presentation Submission, click on the Welcome Tab, go to Modify Your Account, Step 4: Role Request, and check the box to make "Case Presentation Submission” active. Press Save and Continue, and then return to the Submission Tab.

Character Limit: There is a limit of 5000 characters for each abstract.

Step 1: Title/Body

Title: The title should be entered in Title Case (not ALL CAPS and Not in sentence case). Do not put your title in quotation marks. Do not use formatting tags in the title.

Description of Case: Please enter a complete description of the case presentation, including all treatments and therapeutic approaches that will be discussed.

Needs Assessment: The Needs Assessment should be 2-3 sentences explaining why the session content is important for physicians to learn. Ideally, it should include statistics and source references. All presentations must include a Needs Assessment to ensure that it complies with the overall Needs Assessment conducted for the 2015 Annual Meeting by the Annual Meeting and Education Committees.

Learning Objectives: Two learning objectives are required.

Step 2: Presentation Type – Select “Case Presentation”

Step 3: Affiliations - The institution you listed in your account information will already be listed. If you need to add a second institution or change the institution listed, you may do so at this step.

Step 4: Authors – Submission should be entered by the presenter. Your name will automatically be listed as the author/presenter. Only ONE author may be listed for a case presentation. You cannot change the presenter name.

Please enter a complete bio and education history. This information is REQUIRED for AAGP CME accreditation, and submission will not be complete without it.

Education History – List all post-graduate degrees. Please include name of medical school and residency in the spaces provided (if applicable). For other degree types, please list the type of degree, name of school, and year earned.

Step 5: Images – Up to two images may be added.

Step 6: Proof and Submit

Abstract Proof: Carefully check the proof of your abstract. Make sure all special characters and formatting are displaying properly in your proof. If you find errors, return to the appropriate page by clicking on the page name in the left-hand menu to make your corrections. AAGP does not provide editing services for your text, so your abstract will be published as submitted by you (though AAGP reserves the right to fix obvious errors that we may find).

Completing Your Submission: If you have not completed all required sections and details, you will not be able to submit. When all required information is entered, the "Submit" button will appear at the bottom of the "Proof and Submit" page.

Notifications: Notifications will be emailed by August 15, 2014. If you do not receive your notification by that date, please contact AAGP at 301-654-7850 ext. 105 or meetinginfo@aagponline.org.
New Research Posters – Due October 1
Early Investigator Posters – Due October 15

This special section is a sub-set of the New Research Posters, designed to highlight the research of medical students, residents, research fellows and clinical fellows, as well as junior faculty and K-awardees who are no more than 2 years post fellowship training. If you wish to be considered in this special category, please submit under the Early Investigator submission role when submitting your abstract online. **All instructions for posters are the same for both categories.**

Under the Submission Tab, choose the poster submission role that fits you. Early Investigator Posters are only for those who fit the criteria listed above. All others submit under the New Research Poster role. Choose "Create a New Submission" from the left-hand menu. (Or to view, print, or continue editing a draft submission, choose "View Submissions.")

**Character Limit:** There is a limit of 5000 characters.

**Title/Body:** Input complete abstract in print-ready form. Be sure to use proper capitalization, spelling, grammar, and punctuation.

**Funding:** If your poster has received financial support, you must list the funding source on your online submission and/or your poster.

**Presentation Type and Category:** Select “poster submission” as the presentation type. Select the appropriate category for your submission. The category is used to help assign reviewers.

**Institutional Affiliations:** Input institutional affiliates for all authors on the poster. They do not have to be entered in a specific order.

**Authors:** Enter all authors who should be listed on the poster, including yourself, if you are an author. Select the order that the authors should be listed. Your selections will determine the author order that is published in the abstract. In the “Presenter” column, indicate which author will be presenting the poster at the meeting.

**Tables and Images:** You may add up to 2 tables and 2 images to your submission. Tables and images will appear at the end of your abstract, both on the proof and for publication. Neither tables nor images can be placed within the text of the submission.

**Abstract Proof:** Carefully check the proof of your abstract. Make sure all special characters and formatting are displaying properly in your proof. If you find errors, return to the appropriate page by clicking on the page name in the left-hand menu to make your corrections. AAGP does not provide editing services for your text, so your abstract will be published as submitted by you (though AAGP reserves the right to fix obvious errors that we may find).

**Completing Your Submission:** If you have not completed all required sections and details you will not be able to submit. When all required information is entered, the "Submit" button will appear at the bottom "Proof and Submit" page.

**Presenting Author:** The **Presenting Author for the poster must provide complete account information.** If you are not the presenting author, please contact the presenting author and ask him or her to complete his or her account information (instructions are on page 1 of this guide). **Please note that correspondence regarding the poster submission, decision of acceptance and presentation instructions will be sent to the presenting author.**

**Notifications:** Notifications will be emailed by December 1, 2014. If you do not receive your notification by that date, please contact AAGP at 301-654-7850 ext. 105 or meetinginfo@aagponline.org.
**POSTER SUBMISSIONS**

✓ Late-breaking Posters – Due January 15, 2015

Late-breaking abstracts are abstracts that describe important current research advances and have not been submitted previously. Late-breaking abstracts are not a second chance for those who missed the official abstract deadline. State-of-the-art studies with up-to-date results will be considered as late-breaking abstracts. Late-breaking abstracts reporting secondary data analyses must include an explanation for why they were not submitted as of the regular deadline. The selection of abstracts will be based on scientific quality and novelty of research either in basic or clinical science.

Under the Submission Tab, choose the Late-breaking poster submission role. Choose "Create a New Submission" from the left-hand menu. (Or to view, print, or continue editing a draft submission, choose "View Submissions.")

**Character Limit:** There is a limit of 5000 characters.

**Title/Body:** Input complete abstract in print-ready form. Be sure to use proper capitalization, spelling, grammar, and punctuation.

**Funding:** If your poster has received financial support, you must list the funding source on your online submission and/or your poster.

**Presentation Type and Category:** Select “poster submission” as the presentation type. Select the appropriate category for your submission. The category is used to help assign reviewers.

**Institutional Affiliations:** Input institutional affiliates for all authors on the poster. They do not have to be entered in a specific order.

**Authors:** Enter all authors who should be listed on the poster, including yourself, if you are an author. Select the order that the authors should be listed. In the “Presenter” column, indicate which author will be presenting the poster at the meeting.

**Tables and Images:** You may add up to 2 tables and 2 images to your submission. Tables and images will appear at the end of your abstract on the proof. Neither tables nor images can be placed within the text of the submission.

**Abstract Proof:** Carefully check the proof of your abstract. Make sure all special characters and formatting are displaying properly in your proof. If you find errors, return to the appropriate page by clicking on the page name in the left-hand menu to make your corrections. AAGP does not provide editing services for your text, (though AAGP reserves the right to fix obvious errors that we may find).

**Completing Your Submission:** If you have not completed all required sections and details you will not be able to submit. When all required information is entered, the “Submit” button will appear at the bottom "Proof and Submit" page.

**Presenting Author:** The Presenting Author for the poster must provide complete account information. If you are not the presenting author, please contact the presenting author and ask him or her to complete his or her account information (instructions are on page 1 of this guide). Please note that correspondence regarding the poster submission, decision of acceptance and presentation instructions will be sent to the presenting author.

**Notifications:** Notifications will be emailed by February 15, 2015. If you do not receive your notification by that date, please contact AAGP at 301-654-7850 ext. 105 or meetinginfo@aagponline.org.