The International Review of Psychosis & Bipolarity

The International Review of Psychosis & Bipolarity (IRPB) Guidelines for the Submission of Oral Symposia, Oral Sessions and Oral Platform Presentations

*Oral Abstract Submission Guidelines: **IRPB Doc 4***

A. Conference Programme – Content

All sessions of the IRPB will be held in English. Any visual aids such as presentation material must be prepared in PowerPoint. Presentation files should be given to the Audio Visual technician at least 3 hours before the programmed talk. Every effort will be made to accommodate video clips; however these should not be relied on as it may not be possible to show them.

All sessions will be recorded and made available as PowerPoint slides and audio track overlay on the International Forum of Psychosis & Bipolarity (IFPB) Online Learning Library for members to view after the conference. Should you not wish your session to be recorded, please inform the Conference Secretariat upon submission of your abstract.

All submissions should be made in English. The title of any abstract submission must be identical to the title of the lecture to be given.

Abstracts from the conference will be published in the journal "International Clinical Psychopharmacology". This journal follows the Harvard system of referencing.

All speakers are required to register for the conference.   The IFPB Secretariat does not cover the costs of conference registration, travel or accommodation for every speaker. Where funding is difficult, speakers are advised to submit a Bursary request using the form on the conference website.

The IRPB conference programme consists of several components:

1. Plenary/Keynote Lectures

The speakers for these lectures are selected by the Chairpersons and invited by the Conference Secretariat. Further submissions for Plenary/Keynote Lectures are not usually accepted, but if you have an exceptional proposal (as well as prior permission from the proposed speaker where applicable) please contact the IRPB Secretariat at info@irpb.info

The abstract should be described clearly in no more than 500 words
- It should be an accurate reflection of the content of the presentation
- Actual data or potential implications should be presented
- Descriptions of the presentation should avoid generalities such as 'will be discussed'
- Text should be typed in single spacing
- The abstract is a summary of the Plenary/Keynote Lecture and should not include tables or other visual aids
- The use of underlining or italics is not permitted; bold can be used for emphasis
- All abbreviations should be placed in brackets after the first use of the full descriptive term and after this only the abbreviation should be used (for example: International Review of Psychosis & Bipolarity (IRPB) - IRPB is used thereafter)

- For pharmaceutical products, the generic name should be used. Standard summarized names can be used in this circumstance (for example: Valproate instead of Sodium Valproate)
- References should be limited in number to no more than five, and three keywords can be used at the end of the abstract
- References follow the Harvard system (for example: Ahearn EP, Juergens T, Cordes T, Becker T, Krahn, D. (2011). A review of atypical antipsychotic medications for posttraumatic stress disorder. *Int Clin Psychopharmacol* **26**:193-200)
- A short supporting biography should be uploaded with the abstract submission

These will be mainly single track sessions.

2. Oral Symposia

These are submitted to the Programming Committee by small groups of individuals who put together a 90 minute symposium with 3-4 speakers and a chairperson. The submitting speaker/session organizer must have prior permission from all the proposed speakers and is the main point of contact responsible for forwarding on any acceptances and other communications, etc, to them.

- The abstract should be described clearly in no more than 500 words
- It should be an accurate reflection of the content of the presentation
- Actual data or potential implications should be presented
- Descriptions of the presentation should avoid generalities such as 'will be discussed'
- Text should be typed in single spacing
- The abstract is a summary of the Oral Symposium and should not include tables or other visual aids
- The use of underlining or italics is not permitted; bold can be used for emphasis
- All abbreviations should be placed in brackets after the first use of the full descriptive term and after this only the abbreviation should be used (for example: International Review of Psychosis & Bipolarity (IRPB) - IRPB is used thereafter)
- For pharmaceutical products, the generic name should be used. Standard summarized names can be used in this circumstance (for example: Valproate instead of Sodium Valproate)
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- A short supporting biography should be uploaded with the abstract submission

These will be mainly parallel sessions.

3. Oral Sessions/ Interactives

These are individual talks of 30 minutes total duration. The speakers are requested to limit their talk to 20-25 minutes to allow some time for discussion and questions.

- The abstract should be described clearly in no more than 500 words
- It should be an accurate reflection of the content of the presentation

- Actual data or potential implications should be presented
- Descriptions of the presentation should avoid generalities such as 'will be discussed'
- Text should be typed in single spacing
- The abstract is a summary of the Oral Session and should not include tables or other visual aids
- The use of underlining or italics is not permitted; bold can be used for emphasis
- All abbreviations should be placed in brackets after the first use of the full descriptive term and after this only the abbreviation should be used (for example: International Review of Psychosis & Bipolarity (IRPB) - IRPB is used thereafter)
- For pharmaceutical products, the generic name should be used. Standard summarized names can be used in this circumstance (for example: Valproate instead of Sodium Valproate)
- References should be limited in number to no more than five, and three keywords can be used at the end of the abstract
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- A short supporting biography should be uploaded with the abstract submission

These will be mainly grouped together into symposia with other individual talks on similar topics. The sessions will be mainly parallel sessions.

4. Oral Platform Presentations – Rapid Communications

These are 10 minute rapid communications which will be grouped together into six talks at a time, making one hour sessions. The speakers are required to use no more than 8 slides and speak for 8 minutes, allowing 2 minutes for one question at the end of each talk.

- The abstract should be described clearly in no more than 500 words
- It should be an accurate reflection of the content of the presentation
- Actual data or potential implications should be presented
- Descriptions of the presentation should avoid generalities such as 'will be discussed'
- Text should be typed in single spacing
- The abstract is a summary of the Oral Platform Presentation and should not include tables or other visual aids
- The use of underlining or italics is not permitted; bold can be used for emphasis
- All abbreviations should be placed in brackets after the first use of the full descriptive term and after this only the abbreviation should be used (for example: International Review of Psychosis & Bipolarity (IRPB) - IRPB is used thereafter)
- For pharmaceutical products, the generic name should be used. Standard summarized names can be used in this circumstance (for example: Valproate instead of Sodium Valproate)
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- A short supporting biography should be uploaded with the abstract submission

The Programming Committee will be presented with a complete programme outlining where each element will fit. The Committee will be required to comment and discuss the overall layout of the programme suggesting possible improvements.

The Secretariat wishes to express its gratitude in advance for all submissions made to the conference.

The Programming Committee will assess all submissions and make recommendations to the conference Chairpersons.

B. Conference Programme - Process

1. Submission Process

The conference website is currently open for submissions. These can either be submitted to the Conference Secretariat using the Submission forms on the relevant webpages, or through direct email attachments. Our preference is that the website Submission forms are used.

Requirements for abstracts and speaker biographies are clearly shown above.

The Programming Committee will be updated regularly (monthly or biweekly) with copies of the abstract submissions made to the Conference Secretariat.

2. Process of Analysis

The abstract submissions should be scored by the Committee on the following basis:

a) *Is it a review/further analysis of existing literature or new research?*

b) *Relevance of topic (score 1-10, where 1 = not very relevant; 10 = very relevant)*

c) *Quality of presentation of material (score 1-10, where 1 = poor quality; 10 = high-quality)*

d) *Originality (score 1-10, where 1 = not original; 10 = original)*

e) *Biography of speakers (score 1-10, where 1 = not established; 10 = world-renowned)*

f) *Other factors (for example: Seen speak before and always delivers a good talk; Ground-breaking research; Works in the same institution as the member of the committee; etc.)*

g) *Overall - YES or NO (score 2 = Yes, I recommend that this is included in the programme; 1 = No, I do not recommend that this is included in the programme)*