

## The International Review of Psychosis & Bipolarity (IRPB) Guidelines for the Acceptance or Rejection of Proposed Programme Sessions

*Programming Committee Guidelines: IRPB Doc 1*

### **A. Conference Programme – Content**

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; the Programming Committee is not involved in this process.

These will be single track sessions.

#### **2. Oral Symposia**

These are submitted to the Programming Committee by small groups of individuals who put together a 90-120 minute symposium with 3 - 4 speakers and a chairperson. These sessions must be reviewed, rated and either accepted or rejected by the Committee.

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. These sessions must be reviewed, rated and either accepted or rejected by the Committee.

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 4 - 5 talks at a time, making one hour sessions (with appropriate gaps). The speakers are required to use no more than 8 slides and speak for 8 minutes, allowing two minutes for 1 - 2 questions at the end of each talk.

These sessions must be reviewed, rated and either accepted or rejected by the Committee.

The Programming Committee will also 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 the work of the Programming Committee and will try to implement as many suggestions as possible.

*The Secretariat and chairpersons will take into account the comments and suggestions, but will retain the right to accept or reject them, and will have final control over the programme content and design. This is the only way that the conference can move forward in a timely fashion.*

## **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.

The Programming Committee will be updated regularly (monthly or bi-weekly) with copies of the 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)*



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## **C. Logistics and Other Considerations**

### **1. Language**

The conference language is English.

### **2. CME Considerations**

These guidelines for the development of the programme are derived from the European Union CME Charter with its annexes and the guidelines implicit in the data to be submitted. The International Forum of Psychosis & Bipolarity CME Accreditation Committee will assess the final programme and award International CME Accreditation points to the programme in accordance with the standardized European Union analysis procedure outlined in IFPB Doc 52 Rev 8/13 (available on the CME Accreditation section of the website [www.ifpb.info](http://www.ifpb.info) )