

SUBMISSION GUIDELINES & OTHER IMPORTANT INFORMATION

ELEVATE 2023 DATES/LOCATION

Psych Congress Elevate will be held **June 1-4, 2023** at **Caesars Palace** in **Las Vegas, NV**.

SUBMISSION DEADLINE

All abstracts must be received by **Friday, October 7th, 2022** for consideration for inclusion in the 2023 scientific agenda for either Psych Congress.

SESSION DETAILS

All concurrent, non-supported CME sessions details below:

- Psych Congress Elevate
 - o Sessions are a TOTAL of 60 minutes
 - recommend spending 45 minutes lecturing and saving 15 minutes at the end for Q&A.

If accepted, please make sure your proposed session is designed to fit within this timeframe.

EVALUATION CRITERIA

Comprehensive sessions presented at the 2023 Psych Congress Elevate must meet the criteria for continuing medical education (CME). Additionally, proposed sessions will be evaluated on (but not limited to):

- Relevance to the clinical management of mental health disorders
- Diversity, quality, and depth of the topic
- Balance and objectiveness of the topic
- Scientific merit of the topic
- Learning format of the session
- Qualifications of the proposed faculty

FORMATTING GUIDELINES

Please adhere to the following formatting guidelines when submitting your proposal. Following these instructions helps us review your submission more efficiently:

- TITLES
 - o Do not use abbreviations in session titles
 - o The title of your abstract should be formatted with "leading caps" where appropriate.

EXAMPLES:

✗ **SUBSTANCE ABUSE DISORDER IN CHILDREN ADOLESCENTS**

✗ **substance abuse disorders in children and adolescents**

✓ **Substance Abuse Disorders in Children and Adolescents**

- LEARNING OBJECTIVES
 - o Learning objectives are statements that clearly describe what the learner will know or be able to do as a result of attending your educational program.
 - o Learning objectives must be OBSERVEABLE and MEASUREABLE

- Learning objectives should (1) focus on the learner, and (2) contain action verbs that describe measurable behaviors

GOOD VERBS: List, Describe, Apply, Analyze, Assess

BAD VERBS: Know, Understand, Appreciate

- **PRACTICAL TAKE-AWAYS**

- We require all session accepted at our conference to provide the audience with a few “Practical Take-Aways” they can take from a session and apply back to their patients or practice. Practical Take-Aways should incorporate action verbs that describe measurable behavior.

- **OVERALL**

- Please be as complete and descriptive as possible to avoid questions during the review round.
- Please use regular sentence formatting (capital letters where necessary, no CAPS LOCK).

SUBMITTER/SPEAKER INFORMATION

In addition to the submitter, you can enter one additional presenter for a maximum of 2 presenters. If your abstract required additional speakers, please contact us and include the additional speaker information under “Additional Information” later in the submission process.

The submitter of the abstract will automatically be listed as the lead presenter on the proposed session. Please keep this in mind when drafting your submission.

In addition to providing contact information, we require all presenters provide the following with their abstract submission:

- Title/Affiliation as you would want it to appear on conference materials if your session is accepted
- Up to date CV
- Headshot
- Conflict of Interests

REVIEW PROCESS

Our conference planning committee, made up of a diverse group of mental health professionals, will review the proposals and educational concepts presented and evaluate the diversity, quality, and depth of the topic. Submissions are reviewed on a rolling basis, however final determination as to which sessions will be selected does not occur until ALL abstracts have been submitted and reviewed.

SELECTION PROCESS

Unfortunately, we are not able to accommodate all submissions. After a thorough review and thoughtful consideration, determinations are made as to which sessions will be selected for inclusion in the scientific agenda. Acceptance and denial e-mails will be sent out by October 2022 to all submitters.

QUESTIONS

Please review our Frequently Asked Questions. If we do not address your question in this document, please e-mail callforabstracts@psychcongress.com.