

ACBS 2023

Author Submission Guidelines

Presenting formats

Due to local technological capabilities, conference sessions can be delivered in two ways:

- In-person/hybrid: The majority (51%+) of presenters for oral presentations will be at the conference in Cyprus and present in-person, but some presenters may participate virtually, live (synchronously). (Example: 2 of 3 presenters in a session are required to be in Cyprus.) Sessions with a higher ratio of virtual presenters should opt for the on-demand format below.
- Pre-recorded (On-Demand): All presenters will pre-record and edit their video presentation and provide the finished video file to ACBS by 30 June. The recording will be available on the conference website. There is no live or in-person aspect to this option.

Poster submissions: Posters can be submitted for on-demand or in-person presentation. Regardless of in-person or on-demand presentation, at least one poster author must register to attend the conference (either in-person or virtually). On-demand posters will need to be submitted by 30 June 2023.

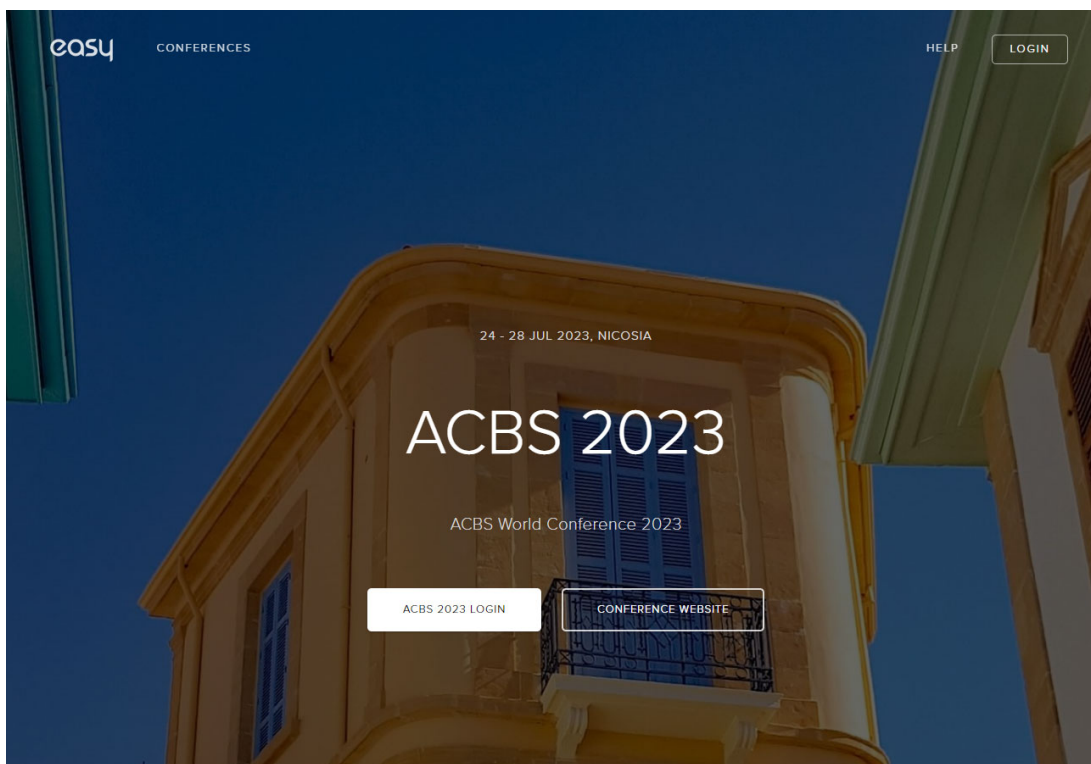
Ignite submissions: Ignites can be submitted for pre-recorded (on-demand) or in-person presentation. Regardless of in-person or pre-recorded presentation, at least one Ignite author must register to attend the conference (either in-person or virtually). On-demand Ignites will need to be submitted by 30 June 2023.

Further information can be found here:

https://contextualscience.org/wc2023_call_for_submissions_additional_info

Submission website

The submission system can be accessed by visiting <http://easyacademia.org/acbs2023>



Login or create an account

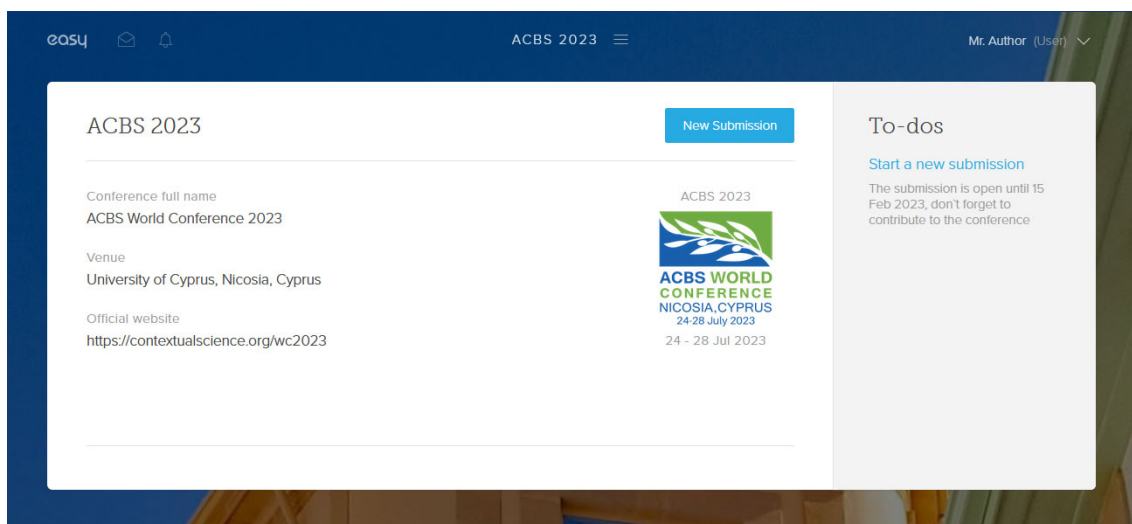
Click on the “LOGIN” button in the top right corner of the page or click on the white “ACBS 2023 LOGIN” button in the middle of the page to start.

If you are already a user of our platform, you can simply log in using your existing account credentials. If you have forgotten your password, you can use the “Forgot your password?” feature to reset it.

If you are visiting the portal for the first time, click on the “Create new account?” button and fill out the form to create a new account. Check your email inbox to verify the account.

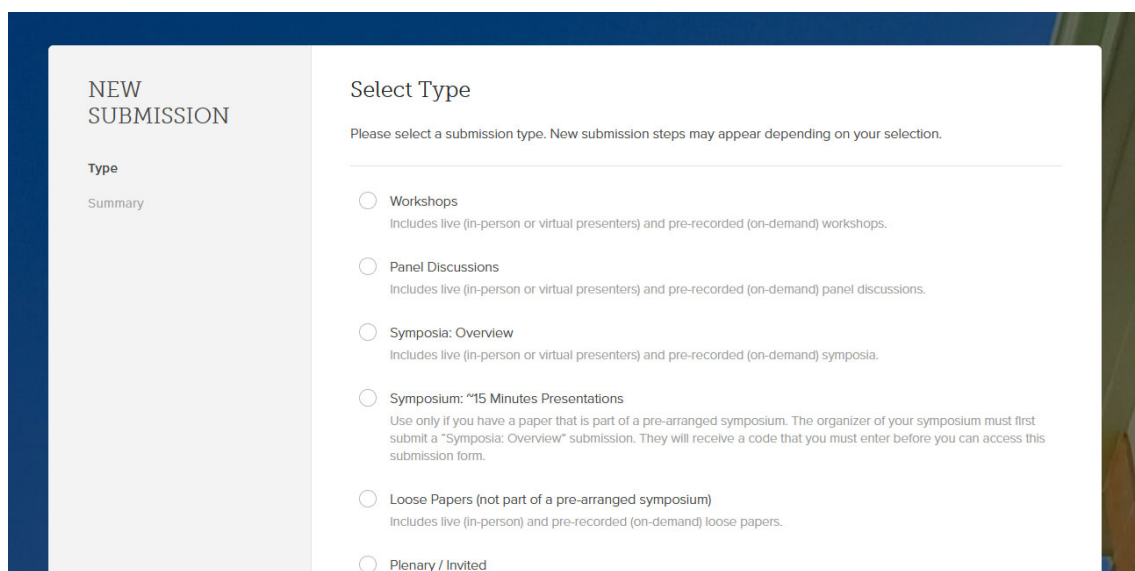
Start a new submission

Upon logging in to the submission system, you will be presented with the **conference** dashboard. Click on the blue “**New Submission**” button to start the submission process.



Step 1: Select submission type

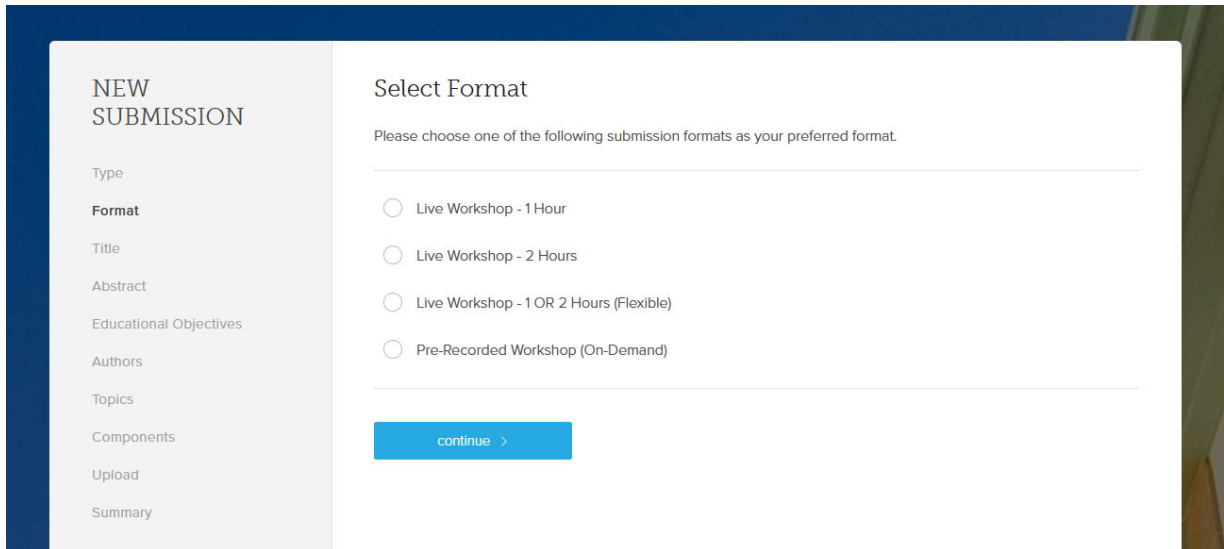
Please select a submission type from the list. Different steps and options may appear depending on your selection.



Step 2: Select submission format

A list of available formats for the selected submission type will appear. One format, the "Symposium: ~15 Minutes Presentations" will be locked initially and need to be UNLOCKED with a symposium code before it can be selected. The symposium code will be emailed to you automatically by the system if you are listed as a presenter in a "Symposia: Overview" submission, or you can ask the submitter of your symposium to share the code with you.

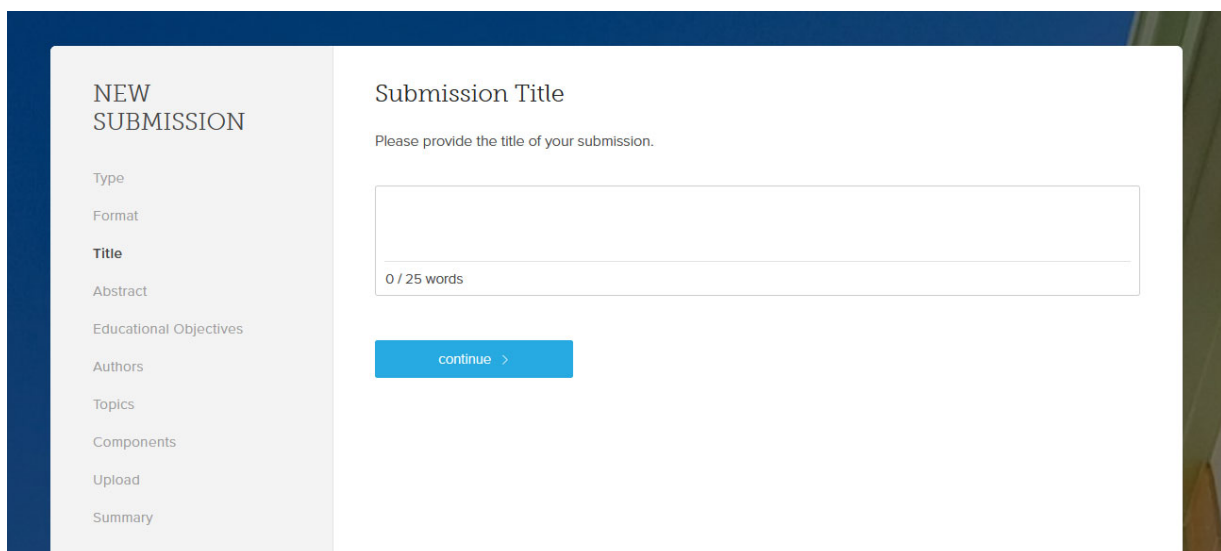
Please select the format that suits your submission the best:



The screenshot shows a web interface for a 'NEW SUBMISSION'. On the left is a vertical navigation menu with the following items: Type, Format, Title, Abstract, Educational Objectives, Authors, Topics, Components, Upload, and Summary. The 'Format' item is highlighted. The main content area is titled 'Select Format' and contains the instruction: 'Please choose one of the following submission formats as your preferred format.' Below this are four radio button options: 'Live Workshop - 1 Hour', 'Live Workshop - 2 Hours', 'Live Workshop - 1 OR 2 Hours (Flexible)', and 'Pre-Recorded Workshop (On-Demand)'. At the bottom of the main area is a blue button labeled 'continue >'.

Step 3: Enter submission title

Please provide the title of your submission:



The screenshot shows a web interface for a 'NEW SUBMISSION'. On the left is a vertical navigation menu with the following items: Type, Format, Title, Abstract, Educational Objectives, Authors, Topics, Components, Upload, and Summary. The 'Title' item is highlighted. The main content area is titled 'Submission Title' and contains the instruction: 'Please provide the title of your submission.' Below this is a large text input field. At the bottom left of the input field, the text '0 / 25 words' is displayed. At the bottom of the main area is a blue button labeled 'continue >'.

Step 4: Enter submission abstract

Please enter the abstract for your submission:

NEW SUBMISSION

- Type
- Format
- Title
- Abstract**
- Educational Objectives
- Authors
- Topics
- Components
- Upload
- Summary

Abstract

Please enter the abstract for your submission in the box below.

0 / 175 words

[continue >](#)

Step 5: Enter educational objectives

Please read the instructions provided on the page.

Type in the required number of educational objectives separated by comma. Do not use new lines.

NEW SUBMISSION

- Type
- Format
- Title
- Abstract
- Educational Objectives**
- Authors
- Topics
- Components
- Upload
- Summary

Educational Objectives

Educational objectives, or educational outcomes, are statements that clearly describe what the learner will know or be able to do as a result of having attended an educational program or activity. Educational objectives must be observable and measurable. Educational objectives should (1) focus on the learner, and (2) contain action verbs that describe measurable behaviors. Verbs to consider when writing educational objectives:

list, describe, recite, write
compute, discuss, explain, predict
apply, demonstrate, prepare, use
analyze, design, select, utilize
compile, create, plan, revise
assess, compare, rate, critique

Examples of good Educational Objectives:

1. Implement traditional exposure-based interventions as adapted for an acceptance-based model.
2. Describe the role and significance of avoidance in the development and maintenance of psychopathology.
3. Conduct a full-scale values assessment with clients.

Examples of poor Educational Objectives:

Step 6: List authors


Start by clicking on the “+ add new author” button. Follow the steps in the pop-up window to enter the information about the first author/presenter. Repeat the process for each person that contributed to your submission.

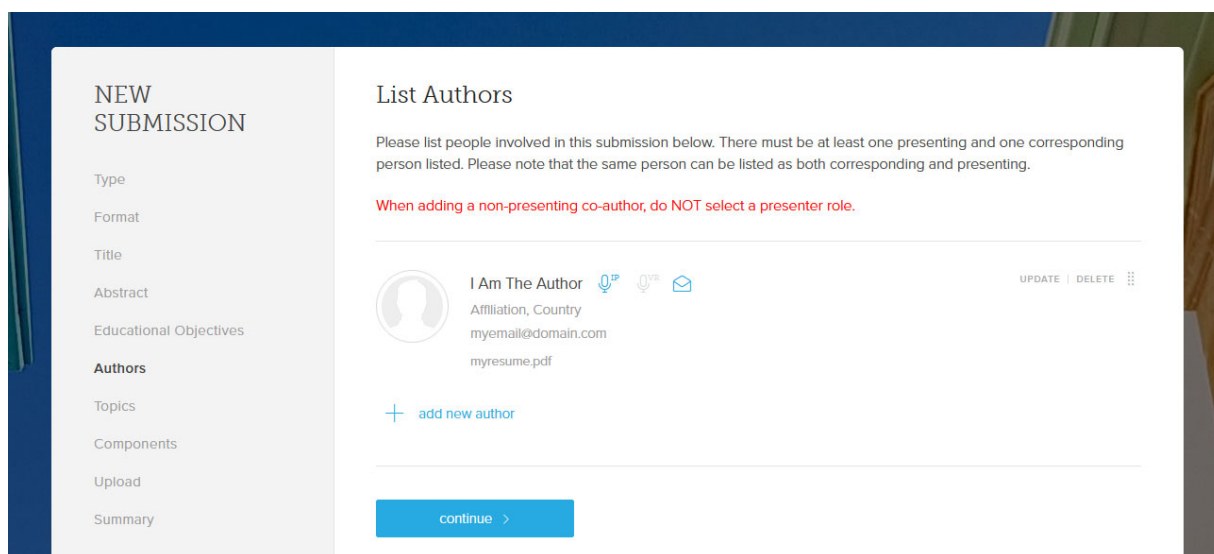
Please note that each submission must have at least one presenter (either in-person or virtual) and one corresponding author. Note that only those indicated as “corresponding authors” will receive automated emails about submissions being edited or withdrawn. Some formats will require the chair and discussants to be designated.

For live presentations, at least 51+% of the presenters for any session must present in-person in Cyprus.

Non-presenting co-authors can be acknowledged and added without selecting any of the offered roles, just skip the roles step by pressing on the “Next” button.

Selected roles for each of the authors can be changed by clicking on the icons, which will either turn them on or off. Author details can be edited by pressing the gray “Update” button on the right side.

Use a dragging handle () to rearrange the order of the listed authors.

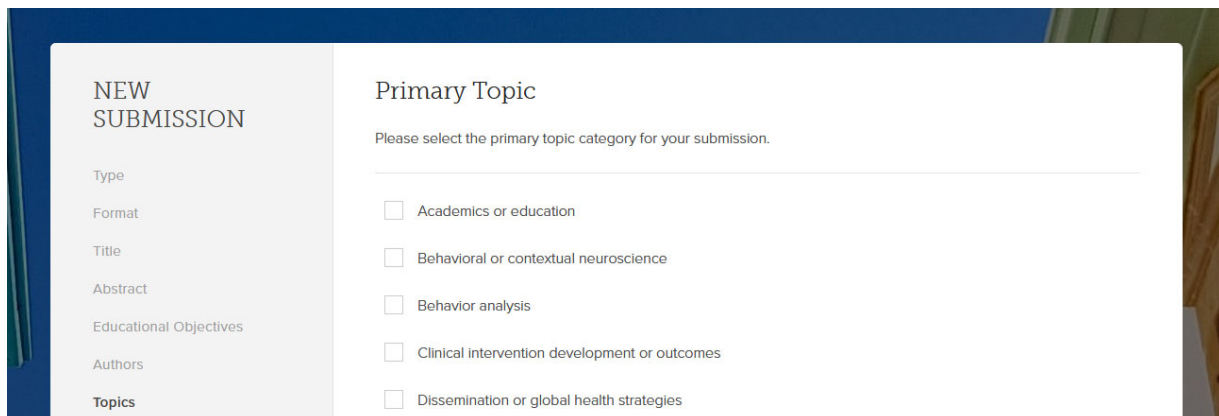


For most submission types, PDFs of each presenter’s CV/Resume will need to be provided during submission. The submitter will need to acquire PDFs of all co-presenter’s CV/Resumes prior to submission.

If you do not have a PDF of your CV/Resume, there are numerous tools to create one. You can put the text into a Google Doc, and go to “File, download, PDF”, or in Word select “Save as” then under the File type select “More options...” then select “PDF”.

Step 7: Select primary topic

Please select the primary topic of your submission (one only):



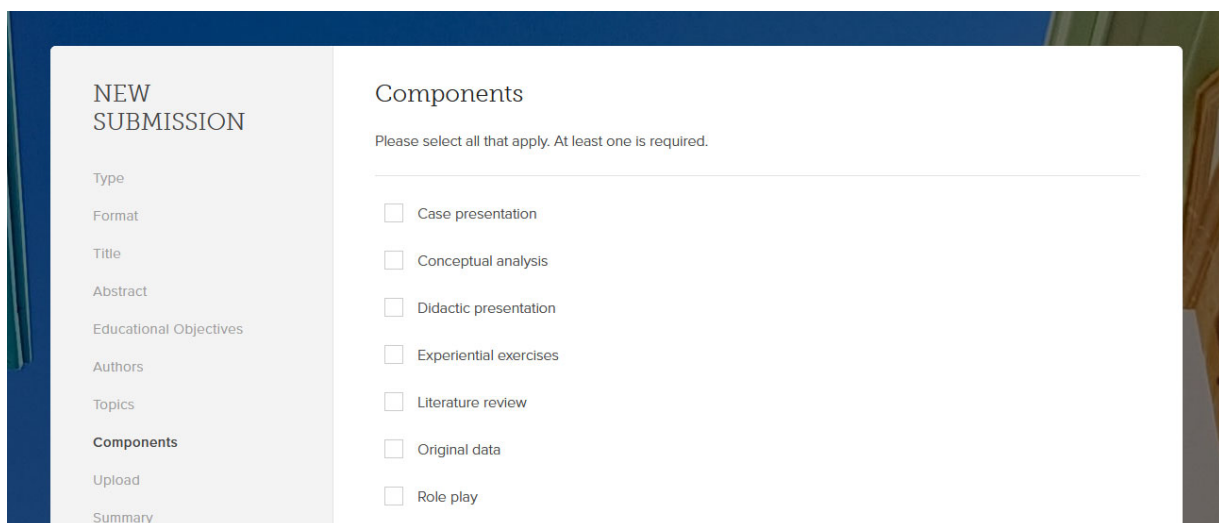
The screenshot shows a web interface for selecting a primary topic. On the left is a sidebar with a menu titled 'NEW SUBMISSION' containing options: Type, Format, Title, Abstract, Educational Objectives, Authors, and Topics (which is highlighted). The main content area is titled 'Primary Topic' and includes the instruction 'Please select the primary topic category for your submission.' Below this is a list of six categories, each with an unchecked checkbox:

- Academics or education
- Behavioral or contextual neuroscience
- Behavior analysis
- Clinical intervention development or outcomes
- Dissemination or global health strategies

Step 8: Select components

Please select all components that apply to your submission.

At least one component is required.



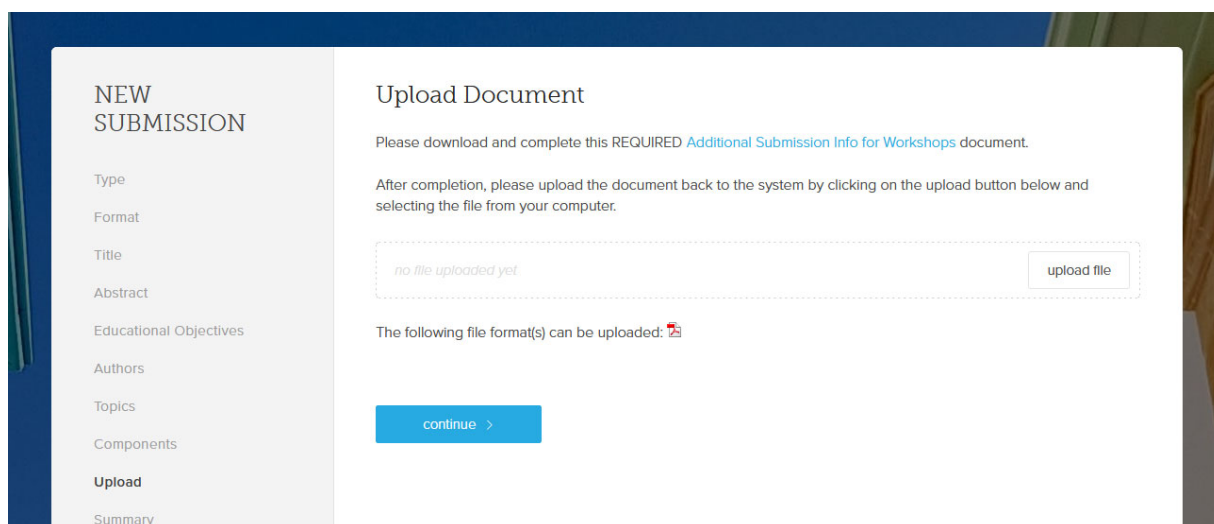
The screenshot shows a web interface for selecting components. On the left is a sidebar with a menu titled 'NEW SUBMISSION' containing options: Type, Format, Title, Abstract, Educational Objectives, Authors, Topics, Components (which is highlighted), Upload, and Summary. The main content area is titled 'Components' and includes the instruction 'Please select all that apply. At least one is required.' Below this is a list of eight components, each with an unchecked checkbox:

- Case presentation
- Conceptual analysis
- Didactic presentation
- Experiential exercises
- Literature review
- Original data
- Role play

Step 9: Additional Information

The upload step of the submission form requires you to provide some additional information about your submission. These include questions about audience, sponsorship, and recording waivers to name a few. To do so, follow the steps below:

- DOWNLOAD the document by clicking on the blue link
- OPEN the document and COMPLETE all the questions
- SAVE the document on your computer
- UPLOAD the document back to the submission form by clicking on the “upload file” button



Step 10: Summary

The last step in the submission process will allow you to check all the information entered before you submit. Incomplete submissions cannot be saved, but you may enter a selection or keystroke into each field to fulfil the requirements for saving and go back and edit prior to the deadline.

If everything seems ok, proceed with the “submit now” button.

After you submit, you and your co-presenters (if they create an account using the email address you provided) will be able to edit your submission until the call for submissions closes on 15 February (20 March for poster submissions).

To edit a completed submission, login to your account at <http://easyacademia.org/acbs2023>.

