

SUBMISSION SYSTEM INFORMATION

1. Create a user account

The submitter is required to create a user account.

Even if there are two different portals, the same account can be used to submit proposals for symposia and special symposia as well as for oral communications and posters.

20th EUROPEAN SYMPOSIUM ON SUICIDE AND SUICIDAL BEHAVIOUR
Symposia

Call for Symposia !

Email

Password

Login

Forgotten Password ?
Click here to recover it.

Register to upload your Symposia SIGN IN

20th EUROPEAN SYMPOSIUM ON SUICIDE AND SUICIDAL BEHAVIOUR
O&P

Call for Oral Communication & Poster

Email

Password

Login

Forgotten Password ?
Click here to recover it.

Register to upload your Oral Communication / Poster SIGN IN

2. Create a new proposal

To create a new proposal, click on the “NEW” button.

SUBMISSION LIST

[+ NEW](#)

BY PRESSING THE [+ NEW] BUTTON A NEW SPACE WILL BE CREATED AT THE BOTTOM OF THE LIST
PRESS ON MODIFY TO START YOUR SUBMISSION

ID	TITLE	STATUS		
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3. Filling in the proposal

Once a proposal has been created, fill it in by clicking on the “MODIFY” button.

SUBMISSION LIST

[+ NEW](#)

BY PRESSING THE [+ NEW] BUTTON A NEW SPACE WILL BE CREATED AT THE BOTTOM OF THE LIST
PRESS ON MODIFY TO START YOUR SUBMISSION

ID	TITLE	STATUS		
ES241_SYM_1603	SUBMISSION TYPE:- CATEGORY:- TITLE	DRAFT	MODIFY	DELETE

4. Symposia and special symposia

The different sections of the proposal can be filled in by using the buttons in the top bar. Mandatory fields are highlighted in red. Always click on the “Save” button before moving to another section or closing a window.

The screenshot shows the top navigation bar with the following elements: ID: ES241_SYM1, TITLE (with a red dot and number 2), CATEGORY (with a red dot and number 1), PRESENTATION TYPE, AUTHORS (with a red dot and number 4), SYMPOSIUM DETAIL (with a red dot and number 2), PREVIEW, and DRAFT (in a red box). Below the navigation bar is a grey bar with the text: "TO COMPLETE YOUR SUBMISSION IT IS NECESSARY TO COMPLETE ALL THE MANDATORY FIELDS HIGHLIGHTED BY A RED DOT."

- **Title**

Select the type of submission (i.e., symposium or special symposium) and insert the title of the symposium. Then click on “Save”.

The screenshot shows the "TITLE SECTION" form. It includes a "SUBMISSION TYPE" dropdown menu with "MANDATORY" highlighted in red. Below the dropdown is a text input field for the title. At the bottom of the form, there are counters for "words: 0" and "chars: 0". A "SAVE" button is highlighted with a red box. The status bar at the bottom shows "SECTION UPDATED: 2023-11-22 13:29:57" and "PLEASE COMPLETE ALL MANDATORY FIELDS".

- **Category**

Select one of the topics in the list. Then click on “Save”.

The screenshot shows the "CATEGORY SECTION" form. It includes a "MAIN CATEGORY" dropdown menu with "MANDATORY" highlighted in red. Below the dropdown is a list of categories: Clinical treatment and interventions, Digital treatments and interventions, Epidemiology and surveillance, Ethical challenges, Genetic, epigenetic and neurobiological factors, Internet and media, Lived experience, survivors and postvention, Machine Learning and Big Data, Neurocognition and decision making, Public Health and community interventions, Risk assessment and screening, Socioeconomic, cultural and psychological factors, Vulnerable groups, War, natural disaster, climate changes and other public stressors, and Other. A "SAVE" button is highlighted with a red box. The status bar at the bottom shows "SECTION UPDATED: 2023-11-22 13:29:57" and "PLEASE COMPLETE ALL MANDATORY FIELDS".

- **Presentation type**

Select “Symposia”, then click on “Save”.

The screenshot shows the "PRESENTATION TYPE SECTION" form. It includes a "PRESENTATION TYPE" dropdown menu with "SYMPOSIUM" selected. A "SAVE" button is highlighted with a red box. The status bar at the bottom shows "SECTION UPDATED: 2023-11-22 13:29:57" and "PLEASE COMPLETE ALL MANDATORY FIELDS".

- **Authors**

In this section, information about moderators (i.e., Chair and Co-Chair), speakers and single presentations are collected. The final list should include at least a Chair and four speakers.

Click on “New moderator/speaker” to add a new item to the list. Then click on “Modify” to fill in the information regarding the selected moderator or speaker.

CHAIR/CO-CHAIR/SPEAKER SECTION

NEW MODERATOR/SPEAKER

BY PRESSING THE [+ NEW CHAIR/CO-CHAIR/SPEAKER] BUTTON A NEW PANELIST WILL BE CREATED AT THE BOTTOM OF THE LIST, PRESS ON MODIFY TO INSERT THE CORRECT DATA

WARNING - PANELIST MIN 5 - MAX 7 - YOU HAVE :1

WARNING - PLEASE VERIFY YOUR PANELIST:1 HAS NO ROLE

WARNING - CHAIR MIN 1 - MAX 1 - YOU HAVE :0

WARNING - SPEAKER MIN 4 - MAX 5 - YOU HAVE :0

ID	NAME				
9056	[]			MODIFY 11	DELETE

Select a “role” (i.e., Chair, Co-Chair, Speaker) for the author. If the author is a speaker, input the title of the presentation and the abstract. It is also possible to add a list of co-authors.

ROLE MANDATORY

TITLE OF PRESENTATION ONLY FOR SPEAKER

MAX CHARS: 240 [MANDATORY only for: SPEAKER]

AUTHORS ONLY FOR SPEAKER ROLE - NOT MANDATORY

MAX CHARS: 240 [EXAMPLE: Use the format "Last Name First Name Initials" and separate authors with a comma. For example, for co-authors "John Smith" and "John Doe" write "Smith J, Doe J]

ABSTRACT ONLY FOR SPEAKER

MAX CHARS: 2500 [MANDATORY only for: SPEAKER]

Name, contact details, affiliation and disclosure of conflict of interest are also collected. Click on the “Save” button before closing the window.

TITLE/SALUTATION MANDATORY

GENDER MANDATORY

FIRST NAME MANDATORY **FIRST LETTER OF THE NAME POINTED** MANDATORY **LAST NAME** MANDATORY **E-MAIL** MANDATORY

MAX CHARS: 60 [EXAMPLE: Mario] MAX CHARS: 6 [EXAMPLE: M.A] MAX CHARS: 60 [Esempio: Rossi] MAX CHARS: 60

PHONE NUMBER

MAX CHARS: 60

INSTITUTE MANDATORY **CITY** MANDATORY **AFFILIATION** **COUNTRY** MANDATORY

MAX CHARS: 240 MAX CHARS: 80

DISCLOSURE OF CONFLICT OF INTEREST ONLY FOR SPEAKER

MAX CHARS: 240 [MANDATORY only for: SPEAKERS]

SAVE SECTION UPDATED: 2023-11-22 13:52:31 PLEASE COMPLETE ALL MANDATORY FIELDS

- **Symposium details**

A brief description (max 2500 characters) of the symposium should be uploaded in the “Summary” field. This description will be used only for evaluation purposes.

Only for Special Symposia, a brief explanation of why the session should be considered a special symposium is required.

SUMMARY MANDATORY

HTML Redo Undo Sup Sub B Align Table Special Characters

words: 0 | chars: 0

MAX CHARS: 2500

PLEASE EXPLAIN WHY YOU THINK THIS SESSION IS SUITABLE TO BE CONSIDERED A SPECIAL SYMPOSIUM MANDATORY

HTML Redo Undo Sup Sub B Align Table Special Characters

words: 0 | chars: 0

MAX CHARS: 2000

5. Oral communications and posters

The different sections of the proposal can be filled in by using the buttons in the top bar.

Mandatory fields are highlighted in red. Always click on the “Save” button before moving to another section or closing a window.

ID: ES242_OCP1 TITLE CATEGORY PRESENTATION TYPE AUTHORS TEXT (2) PREVIEW DRAFT

TO COMPLETE YOUR SUBMISSION IT IS NECESSARY TO COMPLETE ALL THE MANDATORY FIELDS HIGHLIGHTED BY A RED DOT.

- **Title**

Select “Abstract” under “Submission Type”. Insert the title of the proposal. Then click on “Save”.

TITLE SECTION

SUBMISSION TYPE MANDATORY

ABSTRACT

TITLE MANDATORY

HTML Redo Undo Sup Sub B Special Characters

words: 0 | chars: 0

SAVE PLEASE COMPLETE ALL MANDATORY FIELDS

- **Category**

Select one of the topics in the list. Then click on “Save”.

The screenshot shows the 'CATEGORY SECTION' of a submission form. At the top, there are tabs for 'ID: E8241_SYM1', 'TITLE', 'CATEGORY', 'PRESENTATION TYPE', 'AUTHORS', 'SYMPOSIUM DETAIL', 'PREVIEW', and 'DRAFT'. Below the tabs, a message states: 'TO COMPLETE YOUR SUBMISSION IT IS NECESSARY TO COMPLETE ALL THE MANDATORY FIELDS HIGHLIGHTED BY A RED DOT'. The 'CATEGORY SECTION' is expanded, showing a 'MAIN CATEGORY' dropdown menu with a red dot indicating it is mandatory. The dropdown list contains the following topics: Clinical treatment and interventions, Digital treatments and interventions, Epidemiology and surveillance, Ethical challenges, Genetic, epigenetic and neurobiological factors, Internet and media, Lived experience, survivors and postvention, Machine Learning and Big Data, Neurocognition and decision making, Public Health and community interventions, Risk assessment and screening, Socioeconomic, cultural and psychological factors, Vulnerable groups, War, natural disaster, climate changes and other public stressors, and Other.

- **Presentation type**

Select the type of presentation between “Oral communication” and “Poster”. Then click on “Save”.

The screenshot shows the 'PRESENTATION TYPE SECTION' of a submission form. It features a 'PRESENTATION TYPE' dropdown menu with a red dot indicating it is mandatory. The dropdown list contains two options: 'ORAL COMMUNICATION' and 'POSTER'. Below the dropdown, there is a 'SAVE' button and a message: 'PLEASE COMPLETE ALL MANDATORY FIELDS'.

- **Authors**

Click on “New author” to add a new item to the list. Then click on “Modify” to fill in the information regarding the selected author. It is possible to add different authors in the list, but at list one should be selected as “Presenter”.

The screenshot shows the 'AUTHORS SECTION' of a submission form. At the top, there is a '+ NEW AUTHOR' button. Below it, a message states: 'BY PRESSING THE [+ NEW AUTHOR] BUTTON A NEW AUTHOR WILL BE CREATED AT THE BOTTOM OF THE LIST, PRESS ON MODIFY TO INSERT THE CORRECT DATA PLEASE SELECT A PRESENTER!'. Below the message is a table with columns for 'ID' and 'NAME'. The table contains one row with ID '9057' and name '[]'. Below the table, there is a 'MODIFY' button and a 'DELETE' button. The 'MODIFY' button has a red dot indicating it is mandatory.

ID	NAME
9057	[]

Name, contact details and affiliation are also collected. Flag the field “Presenter”, if appropriate. Click on the “Save” button before closing the window.

AUTHOR SHEET

TITLES/LITIGATION MANDATORY GENDER MANDATORY

FIRST NAME MANDATORY MIDDLE NAME FIRST LETTER OF THE NAME POINTED MANDATORY LAST NAME MANDATORY

MAX CHARS: 60 [EXAMPLE: Mario] MAX CHARS: 50 [EXAMPLE: Alberto] MAX CHARS: 6 [EXAMPLE: MA.] MAX CHARS: 60 [Esempio: Rossi]

E-MAIL MANDATORY PHONE NUMBER MANDATORY

MAX CHARS: 60 MAX CHARS: 60

DEPARTMENT/INSTITUTE MANDATORY CITY MANDATORY AFFILIATION COUNTRY MANDATORY

MAX CHARS: 240 MAX CHARS: 80

PRESENTER ?

SAVE PLEASE COMPLETE ALL MANDATORY FIELDS

- **Text**

In this section, the abstract and the disclosure of conflict of interest should be inserted.

TEXT SECTION

ABSTRACT MANDATORY HTML Redo Undo Sup Sub B Align Table Special Characters

words: 0 | chars: 0

MAX CHARS: 2500

DISCLOSURE OF CONFLICT OF INTEREST MANDATORY HTML Redo Undo Sup Sub B Align Table Special Characters

words: 0 | chars: 0

MAX CHARS: 1000

6. Modifying and completing the submission

Proposals are saved in the “Draft” status until all the mandatory fields are filled in. When all the mandatory fields are filled in, the proposal automatically turns in “Completed” status and it is considered submitted.

Proposals in the “Draft” or “Completed” status can be re-edited and finalised until the submission deadline by clicking the “Modify” button.

Only proposals in “Completed” status will be regarded as successfully submitted and considered for evaluation.