Symposium Chair Overview Formatting Guidelines 2017

1. **OVERVIEW LIMIT:** Only **one** overview may be submitted by each first author (who will also be the Chair). If you wish to submit a symposium overview, the limit is one.

2. **CHARACTER LIMIT:** There is a limit of **2500** characters, not including spaces, for the text of your submission. The overview text should contain a complete list of participants with talk titles and an abstract for the Symposium overall. This count does not include the overview title. You will be advised of your character count usage throughout the submission process as you save and move to the next step.

3. **TITLE:** The title must be brief and indicate clearly the nature of the proposal. The title should be entered in mixed case. Do not put your title in quotation marks. Do not use formatting tags in the title (with the possible exception of the lowercase tag).

4. **OVERVIEW BODY:** The overview should be organized as follows:
   - (a) complete list of participants with talk titles (added in the participants section)
   - (b) an abstract for the Symposium overall. It is not satisfactory to state "The results will be discussed…" or "Other data will be presented." Do not use subtitles, e.g., methods, results, etc. within the body of the abstract. Failure to follow this format may result in disqualification of your abstract.
   - Nonproprietary (generic) names should be given the first time a drug is mentioned in the body of the abstract and should be written in lowercase letters, e.g., acetaminophen. The first letter of a proprietary name is always capitalized, e.g., Tylenol.
   - Mention support of work by a research grant at the end of the abstract body.

5. **SPECIAL CHARACTERS and FORMATTING:** If you copy and paste the title and/or body of your submission from your word processor, special characters should transfer, but formatting will not transfer. Please do not use special formatting in your submission.

6. **DISCLOSURES:** You will be asked to complete specific disclosures in order to finalize your submission.

7. **PRESENTATION CATEGORY AND TRACK:** You will be asked to select the appropriate presentation type for your submission. Some submission types will have only one selection from which to choose. Select the appropriate category using the drop-down menu provided.

8. **AUTHORS:** The name of the Chair will appear in the first author position. Add speakers for your symposia by searching and adding to the appropriate role in the 'Participants' section. The Chair will be the in the top position.
9. **KEYWORDS:** Up to **5** keywords may be selected. You are required to select at least **3** keywords.
10. **TABLES** Please do not insert tables in your submission.
11. **OVERVIEW PROOF:** Carefully check the proof of your overview. Make sure all special characters and formatting are displaying properly in your proof. If you find errors, return to the appropriate page by clicking on the page name in the left-hand menu to make your corrections.
12. **NOTIFICATIONS:** Notifications will be emailed in **November**. If you do not receive your notification by November 30, 2016, please contact Michelle Tidwell in the Executive Office at info@schizophreniacongress.org or 615.324.2365
13. **SUBMISSION or MEETING QUESTIONS:** If you have questions regarding the submission criteria or questions about the meeting, please contact please contact Michelle Tidwell in the Executive Office at info@schizophreniacongress.org or 615.324.2365.