



Workshop Proposal Formatting Guidelines 2017

1. **WORKSHOP PROPOSAL LIMIT:** Only **one** workshop proposal may be submitted by each first author (who will be the Coordinator).
2. **CHARACTER LIMIT:** There is a limit of **2500** characters for the abstract (text) of your submission. This does not include spaces. The text includes the Overview of the workshop and a Description consisting of the rationale for the discussion/interaction format. This count does not include the workshop title or the authors (participants) and institutions. 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 workshop. 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. **ABSTRACT BODY:** The text of the proposal should be organized as follows: Overview – the goals of the workshop and Description – the rationale for the discussion/interaction format.
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 TYPE AND CATEGORY:** 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. **INSTITUTIONS/AFFILIATIONS:** **You will be asked to enter all the institutional affiliations for your authors (participants) prior to adding the authors.** You do not need to enter institutions in a particular order to be able to designate author affiliations. After entering all affiliations, you will proceed to the next step of adding authors (participants) and then associating them with the already entered affiliations.
9. **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.
10. **KEYWORDS:** Up to **5** keywords may be selected. You are required to select at least **3** keywords.
11. **TABLES** Please do not insert tables in your submission.

12. **PROOF:** Carefully check the proof of your submission. 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.
13. **COMPLETING YOUR SUBMISSION:** If you have not completed all required sections and details you may not be able to submit. You will not be allowed to fully submit until each participant have completed their online disclosure. When all required information is entered, the "Submit" button will appear at the top of the page.
14. **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
15. **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.