

SUBMISSIONS FOR ABSTRACTS/POSTER SESSION FREQUENTLY ASKED QUESTIONS

What is the Poster Symposium?

The poster symposium is an important highlight of Research & Scholarship Day, as it is a time where all attendees are encouraged to interact with the learners and provide feedback. This session provides a critical opportunity for our McMaster learners to display the scope of their research work taking place within the academic Department and its clinical sites and laboratories.

Who can submit an abstract?

Abstract submissions are limited to McMaster students/learners who are supervised by a faculty member in the Department of Psychiatry and Behavioural Neurosciences.

Can I submit more than one?

No, there's a maximum of one first-authored abstract per McMaster learner supervised by a faculty member in the Department of Psychiatry and Behavioural Neurosciences.

Does my abstract need to be related to the theme of the event?

No, abstracts submitted for Research Day do not need to be related to the theme of the event. Learner abstracts on all topics are very much welcome.

Do I have to register for Research & Scholarship Day in order to submit an abstract?

Yes, registration is required. Please complete and submit the Registration Form posted on the [website](#).

Will authors get a notice of acceptance?

All submissions will be accepted provided the submission guidelines have been met. Abstracts must meet the specifications outlined in the Call for Abstracts. Please be sure each of the *Submission Guidelines* outlined in the call have been met before submitting to ensure acceptance.

Will all authors on the submission receive a notification of acceptance?

No, only the first author will receive notification and be provided their Poster Board number.

How will my abstract be rated?

All abstract submissions will undergo a competitive review *prior* to Research & Scholarship Day and will be rated on content, background, study question/purpose, methods, results, conclusions, references, and quality of writing. Learners will be provided with their scores and feedback upon request.

What happens following the initial competitive abstract review process?

Following the initial competitive abstract review, the top three ranked abstracts from each learner category will be notified by email. These learners will then be judged again by two independent judges prior to the virtual conference and will be expected to upload a **5-minute oral presentation** suitable for a broad audience. Presenters will be rated on Presentation (out of 15 marks for Organization, Creativity, Response to Questions), and Poster Content (out of 10 marks for Introduction/Methods/Results and Interpretation). Poster presenters will be provided with their scores and feedback upon request.

How do I upload my poster for Research & Scholarship Day?

During registration you must email your abstract. Once available, your poster board number will be emailed to you prior to Research & Scholarship Day. It is strongly encouraged that all abstract submissions upload a 5-minute video with their poster. Also be sure to check the [website](#) for updates including the Poster Index where all poster submissions will be listed along with poster board numbers.

What are the poster size requirements?

As this is a virtual conference, you will be able to upload your poster in the form of PDF or PowerPoint file. Maximum one page.

What time will the Poster Session be held?

All details about the event including the Research & Scholarship Day Program, Call for Abstracts, Poster Index and registration details will be posted on the [website](#) as they become available. Please be sure to check the website frequently for updates. Poster Sessions are scheduled at 9:30 am-10:00am and again at 11:00am-11:30am.

When will the Poster Award Winners be announced?

The poster presenter with the highest ranking from each category will be announced during the Awards Presentation during Research & Scholarship Day. Results will also be posted on our department [website](#) once scores have been presented. Poster award categories include:

- Two posters from Undergraduate Students (Clinical/Education and Non-Clinical)
- Two posters from Graduate Students (Clinical/Education and Non-Clinical)
- One poster from Psychiatry/Psychology Residents
- One poster from Postdoctoral Fellows

What if I registered for Research & Scholarship Day but now, I am unable to attend?

Please email the Psychiatry [Research Office](#) for your poster to be removed from the competition.

Where can I access the various forms including Registration Form, Call for Abstracts, etc.?

All forms and information pertaining to Research & Scholarship Day can be found on the [website](#).

Who should I contact if I have any questions about Research & Scholarship Day?

Please contact the Psychiatry [Research Office](#).

Instructions for Event Day - May 4th, 2022

Once your portal is set up, you will attend the conference via the “**Virtual Event Portal**”. You will be sent access to this portal before the event so that you can take time to familiarize yourself with the platform and how to interact as an exhibitor with participants. This will also allow our staff time to help troubleshoot any questions you may have prior to the event.

On the day of the event, you will access the event via your “**Virtual Event Portal**” invitation and navigate to your Poster in the Poster Hall section. It is required that you are “**At Your Poster**” during designated Poster Sessions assigned to you in order to reply to questions from attendees. However, attendees can send you messages outside of the poster session times that can be answered at your convenience.



During the poster session, go to the “Poster Hall” via the menu on the left. Select Your Poster. Click on any icon and a chat box will pop up. Begin a chat and there will be an option to join a video call once they’ve responded.

Attendees will be able to interact and ask questions in the following way:

Public Exhibitor Chat appears on the right side of the screen. Make sure your browser window is expanded large enough to see this area. You may reply to them in this chat box or send a private message by clicking on their profile. The grey icon above shows who is currently viewing your poster presentation profile page. To see what messages have been sent to you as a private chat, click the "Private Chats" button at the bottom left of your screen.

Group Chats If you would like to speak to more than one person at once, go to the Network section via the navigation menu, click on Groups and click on Create Groups (Max of 5 people).

One-on-one chat box conversations with attendees.

*It is recommended that you have co-authors attend the Poster Session to assist you with questions from attendees. ONLY REGISTERED participants can assist you.