



# ABSTRACT SUBMISSION GUIDELINES



# GENERAL GUIDELINES AND KEY DATES

## Online Submission

To submit an abstract, you need to log in to the relevant Online Abstract Submission Portal:

- [Clinical Abstract Submission Portal](#)
- [Scientific Abstract Submission Portal](#)

Once you have created an account you can log in multiple times to complete your submission(s). Please remember to take a note of your password.

## Submission Deadline

The deadline to submit an abstract for WAIMH 2023 is **Friday 14<sup>th</sup> October 2022, 23:59 BST**. You need to ensure you have completed the submission process before this date. Any submissions in the draft status will not be considered for review. You can edit and revise abstracts within the draft stage but ensure you submit and receive a confirmation before the deadline.

## Notification to Authors

Authors will be notified about the outcome of their submissions during the week commencing Monday 13<sup>th</sup> February 2023.

## Payment

There is no fee for making a submission. If your submission is accepted for presentation, then you will be required to attend the congress and pay the congress registration fees. Further information will be sent to you when authors are notified of the outcome of their submission during the week commencing Monday 13<sup>th</sup> February 2023.

## Abstract Format

The word limit for each abstract is 300 words, excluding the title, authors and affiliations. All abstracts must be written and presented in English, otherwise they will not be reviewed.

Commercial presentations are not permitted.



# SUBMISSION PROCESS

## Accessing the site for the first time

All abstracts will be submitted through one of the Online Submission Portals:

- [Clinical Abstract Submission Portal](#)
- [Scientific Abstract Submission Portal](#)

If you are accessing the site for the first time, you will need to create an account. To do so, click on the *Create New Account* button on the right. After you create your account, you will need to provide your contact details on the *Your Contact Details* tab on the top of the page and complete set up by clicking *Create Account*. Once you have created your account, you will be able submit an abstract by clicking on the *Abstract Submission* tab.

## Submitting Your Abstract

There are 6 steps to complete to submit your abstract. At any time in the process you can click the *Save As Draft* button at the bottom of each page. This will allow you to save your incomplete submission and return to it at a later time. Please note that abstracts in the draft stage will not be considered for review and must be completed and submitted before the submission deadline of **Friday 14<sup>th</sup> October 2022, 23:59 BST**.

### Step 1: Title and Presentation Type

Provide the title of your submission. The title should be appropriate, meaningful, clear and concise, avoid subtitles if possible. You must comply with the 15 word limit.

You can choose between the following presentation types:

- Brief Oral Presentation
- Poster Presentation
- Poster Workshop
- Workshop
- Symposium
- Video Presentation

Further information about each of the presentation types can be found [here](#).



## Step 2: Presentation Themes

At this stage you will be asked to select a theme from the dropdown menu.

Presentation themes available are as follows:

1. Advocacy and infant mental health policy
2. Antenatal and perinatal practices
3. Attachment: research, security of attachment and disorders of attachment
4. Caregiving contexts
5. Cross cultural studies – Global strategies for infants, families and communities
6. Early development, child health and mental health
7. Evaluation and outcomes: scientific studies and early interventions
8. Infant mental health services, training, teaching, supervision and consultation
9. Observation and assessment: diagnosis, treatment and clinical issues
10. Parent-infant interaction and early relationship development
11. Parenting and family process
12. Prematurity and high-risk infants
13. Problems, symptoms and disorders of the infant
14. Problems with parenting and high risk families (e.g. adolescent parenting, parental substance abuse, family violence and child abuse)
15. Promotion and prevention in community context
16. Ethical responses to cultural diversity, equity and racism

Once you have selected your theme, please click continue at the bottom of the page to progress to the following step or save as draft to stop and come back to your submission.

If you wish to identify a secondary theme, you can enter this under the 'Additional Submission Information' tab.



### Step 3: Authors and Affiliation

Please list all authors and their affiliations.

A maximum of two abstracts can be submitted per presenting author. There is no limit for abstracts submitted as a co-author. You can indicate the presenting author by ticking the “Presenter” box on the relevant author/(s). The presenting author should be the first named author on the abstract.

To add an affiliation, indicate all the necessary information and press “Add Affiliation”. Take a note of the number of the affiliation, as you will need to add the number to the applying authors.

Add the author details and click “Add Author”. Please only provide the affiliation number for each author, e.g. “1”, if you type in the affiliation title the system will not allow you to submit your abstract. If an author has multiple affiliations, please indicate this through a comma, e.g. “1,2”.

### Step 4: Abstract Content

Enter the content of your abstract. Please ensure you adhere to the word limit of 300 words, this includes any headings or references you are including. References in the text have to be cited at the end of the abstract. Longer abstracts will not be accepted.

Abstracts should not contain any tables or figures and the use of abbreviations and acronyms should be kept to a minimum.

Each abstract type has different structure requirements:

- Abstracts submitted as scientific abstracts should be organised under the following headings:
  - INTRODUCTION
  - AIM of the study
  - MATERIAL and METHODS
  - CONCLUSIONS
- Abstracts submitted as Clinical abstracts should be organised under the following Headings:
  - INTRODUCTION
  - AIMS or PURPOSE of the project or work described
  - DESCRIPTION of the work or project
  - CONCLUSIONS



### Step 5: Additional Submission Information

If you have a secondary theme you wish to assign to your abstract, please enter the details, including the theme number.

If your submission is to propose a symposium, or forms part of a proposed symposium, please enter the title of the symposium.

### Step 6: Review and Submission

The Review section will show what you have submitted and what information is still required before you can submit your abstract. You can save your submission as a draft and complete it at a later stage.

If you are ready to submit your abstract, you need to agree to the Terms and Conditions and click *Submit*.

**Please note that once you submit your abstract, you will not be able to make any further edits. If you need me to make an edit prior to the submission deadline, please email [waimh2023@in-conference.org.uk](mailto:waimh2023@in-conference.org.uk).**

### Amending an abstract

You can edit and revise your draft abstract before it is submitted by logging back into the Abstract Submission Site by providing your email address and password and selecting the abstract. Please note that you will only be able to log in to edit your draft abstract until the submission deadline of **Friday 14<sup>th</sup> October 2022, 23:59 BST**. No amendments will be possible after you submit the abstract.

### Withdrawing an abstract

If you want to withdraw an abstract at any time, please email [waimh2023@in-conference.org.uk](mailto:waimh2023@in-conference.org.uk).

### Proof reading

We will print your abstract from the version supplied by you. It will be printed exactly as submitted which means that any errors or spelling mistakes will show. Please proof read your submission very carefully.



## CONTACT

If you have any questions, please contact the Congress Secretariat, In Conference Ltd, who will be delighted to answer any of your queries and to provide you with the necessary guidance to help you submit your abstract.

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WORLD ASSOCIATION FOR  
INFANT MENTAL HEALTH



Irish Association for  
Infant Mental Health