

IPA ONLINE APPLICATION – QUICK GUIDE

We have written this guide to help you complete your proposal online.

The IPA will regard you as the sole person responsible for the proposal and you will be regarded as the principal point of contact.

Please remember to send your proposal in the language in which you wish to present it at the Conference - English, , French, German or Spanish and to do so from the correct link.

Please type as normal, DO NOT use all capitals.

All fields shown with a red* must be completed. If you forget to complete a red* field you will see an error message when you try to send your proposal.

The online system is divided into 4 stages.

Stage 1

Please select the correct link for the language you wish to present in at the Congress/Conference and login using the information previously provided.

If you have forgotten your password, there are several options available to you to obtain it, please see the [Abstract system logon guide for assistance](#).

Having logged in, make any changes to your profile and when you are ready click on 'Submit changes' or 'No Changes – Continue' as appropriate.

Click the link 'My Proposals / Make a Proposal' and select '49th IPA Congress/23rd IPSO Conference, Boston 2015' from the drop down list, (arrow located on the right of the window). The following page will appear:

INTERNATIONAL PSYCHOANALYTICAL ASSOCIATION

Proposals Home [My Profile](#) [Log Off](#)

Welcome: **Your full name**

Available Events: Select an event from the list below to view, edit, or add Proposals for that event:

49th IPA Congress/23rd IPSO Conference, Boston 2015 (20/07/2013 - 25/07/2013)

From this page you can:

- Select an event for which you want to view or make a proposal from the dropdown menu below.
- See proposals previously made to IPA.
- Edit saved or accepted proposals (unless locked for review).

The IPA's Ethical Principles are explicit about the vital importance of protecting confidentiality, stating that "Psychoanalysts shall respect the confidentiality of their patients' information and documents."

You must tell us, whether you are a psychoanalyst or not, if your proposal contains any confidential material.

If you tell us, we will not publish the content anywhere.

Available Proposal Forms

Abstract Type	Form	
Presentation	IPA Boston - Congress Proposal - English	Make New
Presentation	IPSO Boston - Conference Proposal - English	Make New

Your Proposals

ID	Abstract	Status	Date Sent	Participant List	Delete	Upload Mgr	Uploads
1601	have a good day	Open	Unsubmitted Staged 16/03/2014	Stephen Smith			

To make a new proposal or edit an existing proposal, select an event from the **Available Events** drop down menu above.

To **upload** your document, click on the Upload Manager icon in the table above.

To **delete** a document that you have already uploaded, click on the Upload Manager icon in the table above and then click on the delete icon to the left of the document name. **WARNING: do NOT use the delete icon** . The delete icon will delete your entire proposal.

To make a new application for the IPA Congress or the IPSO Conference click the relevant 'Make New' button shown to the right of the yellow arrow shown above.

If you have made an application already and wish to update it, you will see a list similar to that shown above ringed in yellow.

The correct application form will now open.

STAGE 2

Note: if the language you are now reading on the webpage is not in accordance with your planned presentation – STOP, log out and select the correct link from the Congress website.

- Type your application title, abstract and summary.
- Select the appropriate activity from the list.
- For the IPSO Form only, answer the writing award question
- Answer the Sacerdoti Prize question
- Answer the Tyson Prize question
- Agree to the Licence terms
- Answer the Clinical Confidential Material question
- Select any equipment requirements you may have at the Congress.

Tip: Please remember spaces count so;

- Do start in the top left corner of each box
- Do not repeat the title in the abstract or summary box
- Do not enter any blank spaces at the beginning or end of your text
- Do not write the words "Abstract" or "Summary" in the relevant box
- Do not add your name or the names of other people participating in your proposal in the Abstract or Summary. As many names as you wish can be added at Stage 3.

When you have finished click either the 'Save' or 'Send for Review'. 'Save' enables you to make changes to the information you have added to this form. 'Send for Review' prevents changes from being made.

1. If you wish to return to this proposal later to make updates or you wish to add attachments, click the "Save" button.
2. Attachments may be uploaded from the "My Proposals" listing.
3. Your role, and the names and roles of any co-authors, fellow panellists or presenters may be added after clicking either the "Save" button (enabling you to edit your proposal), or the "Send for Review" button at the bottom of this form.
4. When your proposal is **COMPLETE AND READY FOR REVIEW** click the "Send for Review" button. This will lock this proposal and you will be unable to make changes until after the review process or it is unlocked by the administrator.

You must finalize your proposal and send for review before the deadline in order to be considered.

If you need any help please contact ipa@ipa.org.uk



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STAGE 3

You will now be invited to select a role for yourself.

Proposals Home [My Profile](#) [Log Off](#)

Select Submitter Roles

Select the appropriate role for yourself in relation to this proposal and click the **Save** button. If you have no other role than the submitter then select **Submitter Only** and click the **save** button to continue.

Edit Submitter

Your full name

Your given name: Middle Name: Your family name: Suffix:

Designation: Contact Phone:

Your email address:

Chair / Co-Chair Co-Presenter Discussant Moderator
 Participant Presenter Submitter Only

Once you have made your selection the 'Save' button will turn blue enabling the record to be saved and your name and role will appear in the participants list.

Edit Participants

Your full name

* Your given name: Middle Name: Your family name: Suffix:

Professional Designation: Contact Phone:

Your email address:

Owner Chair / Co-Chair Co-Presenter Discussant Moderator
 Participant Presenter

List Participants

Name <small>click to edit</small>	Company	Position	Contact	Remove
Your full name		<input checked="" type="checkbox"/> Owner <input checked="" type="checkbox"/> Chair / Co-Chair	<input type="button" value="Send"/>	<input type="button" value="Remove"/>

If there are co-authors, presenters, chairs, co-chairs or moderators, please now select them by clicking the 'Find Member' button shown above.

When searching, type part of the person's name, there is no need to put information in both fields. Less information is often better particularly when searching for Spanish names and some accented characters.

Enter Search Criteria

First Name: _____

Last Name:

When you find the person, select the name from the list by clicking the small button to the left of the person's name. Click the 'Continue to Role selection' button and repeat the process as many times as required.

Select	Name	Company	State	Country
<input type="radio"/>	Randy Smith		CO	United States
<input type="radio"/>	Robert Smith		NY	United States
<input type="radio"/>	Ronald Smith		DC	United States
<input checked="" type="radio"/>	Stephanie Smith		MA	United States
<input type="radio"/>	John Smith		ON	Canada
<input type="radio"/>	Lotte Smith-Hansen		NY	United States

TIP: Select this record ONLY if your co presenter was not found in our database and you have already attempted multiple searches.

Select	Name	Company	State	Country
<input type="radio"/>	smith			

Click "Save" after completing each person's record.

If you are the only person involved in your application, or when you have finished adding people to your application, you may go back to the start screen by clicking the 'Back' button.

STAGE 4

You will now see a summary of your proposal showing the title, its status ('open' if only saved; 'submitted' if sent for review), the participant list, a delete button (not available if sent for review), and the upload manager. See below: -

ID	Abstract	Status	Date Sent	Participant List	Delete	Upload Mgr	Uploads
1001	Have a good day from english school	Submitted	22/09/2014	Participant List		Upload Mgr	1 Biography

If your application requires that you provide a full paper please now click on the icon under the words 'Upload Mgr'. A small screen will appear as follows:

Upload New File
Follow the instructions below to upload your document.
Once you have uploaded your document, click on "Close Window" to return to the main window.
To delete a document you have already uploaded, click on the delete icon to the left of the document name above.

1. Click "Browse" to locate the file on your computer.
2. Select the file category: **Biography**
3. Upload the File: **Upload...**

We currently only accept files of the following types:

- *.pdf
- *.doc (MS Word)
- *.txt (plain text)
- *.xls/xlsx (MS Excel)
- *.pps/pptm (power point)
- *.htm / *.html
- *.gif (Image)
- *.jpg (Image)
- *.zip (Compressed)

Click 'Browse' and go to the place on your computer where the document(s) to be uploaded are stored. Select the document, select the file type and then click on the 'Upload' button. Repeat the process, if required, but please note that a single document is preferred, if possible.

- Tip: please ensure that any images embedded in your submission are fairly small, as large images slow down the document system and frustrate reviewers.

AMENDING A PROPOSAL

If you wish to amend any part of your proposal before it is sent for review just click on the abstract title.

When you are happy with your application, remember to click the 'send for review' button.

If, before the closure period, you have accidentally sent your application for review and wish to make changes, please contact ipa@ipa.org.uk and we will unlock the proposal for you.

You can add, delete or modify people and their roles and upload full papers even after the application is sent for review.

If you wish to make another proposal please start again at stage 1.