

GUIDELINES

In-Congress Workshop

These are half day (3 hours including a coffee break) skills-based workshops, for different background levels of clinicians (basic, moderate, experienced), held during the congress. Please designate the level of your works submitted.

Workshops can be presented for free or for a certain fee. Amount that will be paid to the workshop leader will depend on the number of attendants. May we remind you that many workshops will be running simultaneously and therefore free workshops are likely to receive the higher attention if you wish to introduce and publicize your work.

Submitters should provide a structured abstract to include the following:

- Workshop Leader(s)
- Target Audience
 - Cognitive Behavioral therapist or trainees with beginner level of experience
 - Cognitive Behavioral therapist or trainees with moderate level of experience
 - Experienced Cognitive Behavioral therapist
- Abstract (Maximum 500 words)
- Learning objectives
- Teaching Methods (Powerpoint presentation, video demonstration, role play, etc.)
- A brief description of the workshop leader(s)
- Implications for everyday clinical practice of CBT
- Relevant background readings about the topic(Chapters, research papers, guidelines etc. covering the topic)

Please select Free of Paid In Congress Workshop while you are submitting.

Skills Classes

These are skills based classes designed to be delivered to large groups in a short length of time (90 minutes) conducted by an experienced clinician/researcher in the selected topic.

Skills Classes should focus on the acquisition of one key clinical or research skill.

Submitters should provide a structured abstract to include the following:

- Skill Class Leader(s)
- Tracks (You can choose only 1 track)
- Abstract (Maximum 500 words)
- Learning objectives
- Brief Background Experience of Leader(s) in the area of suggested Skill Class
- Background Readings suggested by the leader (Chapters, research papers, guidelines etc. covering the topic)

Symposia

These are multiple presentations on a single clinical/theoretical topic or on a specific research area.

Symposia will consist of an Organiser, Chair and Individual Presenters. The organizer may or may not choose to be the chair or one of the presenters.

The length of the symposia will either be 60 or 90 minutes. There should be 3 speakers for 60 minute symposia and 4 speakers for 90 minute symposia. For 90 minute symposia, one of the speakers may choose to be a discussant.

The organizer of the symposium should provide an overall summary covering the topic of the symposium. The organizer accepts responsibility for ensuring that all speakers provide individual abstracts of their presentation upon acceptance of submission. They must also ensure that speakers register with the congress and communicate with the scientific committee as well as with each other as required.

Symposium Types
Clinical/Theoretical
Research
60 minute symposia
90 minute symposia

Submitters should provide a structured abstract to include the following:

- Symposium Organizer
- Symposium Chair
- Symposium Presenters
- Tracks (You can choose only 1 track)
- Abstract (Maximum 500 words)

Debates

In this session experts provide a brief statement of their position on a specific clinical or theoretical issue or topic, and then debate differences in opinion, controversial issues etc. with other experts.

Debate session requires an Organizer who may or may not choose to be the chair or a discussant. The organizer is required to provide a summary of the debate and background of the chair and each discussant. The organizer must also ensure that the chair and discussants register and communicate with each other as required.

Debate session also requires an active Chair who may act as an optional discussant, introduces the topic, organises position statements, handles the debate amongst the experts and fields questions from the audience.

Debate session can contain a maximum of 4 people. Please note that each discussant should present a verbal statement (no use of PowerPoint/visual aids etc.) of position for approximately 10 minutes, which typically will not require presentation of data.

Debate session will be scheduled for up to 60 minutes.

Submitters should provide a structured abstract to include the following:

- Debate Organizer
- Background information (Maximum of 100 words)
- Discussants
- Background Information
- Tracks (You can choose only 1 track)
- Abstract (Maximum 500 words)

Clinical Roundtables

This is either a clinical case discussion or discussion of a clinical issue illustrating a key clinical problem.

For a clinical case discussion, one presenter is required to present an anonymised case focusing on a specific topic for up to 15 minutes.

For discussion of a clinical issue, one presenter is required to present the clinical issue under discussion for up to 15 minutes. Up to 3 people can comment on the clinical issue for 5-10 minutes each either on one tour or two tours of discussion.

The remaining time will be for debate and taking questions from the audience. Although the structure is flexible, please take note that the session is scheduled for 60 minutes and time constraint should be strictly managed.

A Chair is required. The Chair may act as an optional discussant who introduces the topic, handles comments from the other participants and fields questions from the audience.

The session requires an Organizer who may or may not choose to be the chair or a discussant. The organizer is required to provide a summary of the session and background of the chair, presenter and each discussant. The organizer must also ensure that the chair and discussants register and communicate with each other as required.

Submitters should provide a structured abstract to include the following:

- Clinical Round Table Organizer
- Background information (Maximum 100 words)
- Clinical Round Table Chair
- Background information of chair (Maximum 100 words)
- Case Presenter and Discussants
- Background information (Maximum 100 words)
- Tracks (You can choose only 1 track)
- Abstract (Maximum 500 words)

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Open Papers

These are presentations on a clinical, theoretical or research topic with a typical time allocation of 10 minutes.

The structured abstract of a research paper should be maximum 500 words and include:

1. Introduction
2. Method
3. Results
4. Discussion
5. Conclusion

Open papers that form a coherent topic may be required to be presented as part of a symposium. In that case, the first author of the paper will be noticed in advance by the organizing committee and the papers will be presented according to symposium presentation requirements.

Due to time constraints some of the open paper submitters may be requested to present their work as posters. In that case, the first author will be informed beforehand.

Please note that for space and production reasons only the names of the first three authors will appear in the conference programme. However, full authorship will appear in the abstract book up to a maximum of 7 authors. If there are more than 7 authors then please acknowledge this within your presentation.

Posters

Clinical posters, posters presenting the preliminary results of an ongoing study or case presentations are welcome.

Poster sessions are scheduled throughout the conference, and there will be opportunities for presenters to discuss their poster with delegates

Posters should include:

Case Report Posters	Research Posters	Clinical Posters
1. Presenting Problem	1. Introduction	1. Introduction
2. Case Conceptualisation and Intervention	2. Method	2. Discussion
3. Outcome	3. Results	3. Suggestions
4. Review and Evaluation	4. Discussion	



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All identifying details in a Case Report Poster must be removed or altered so as to maintain anonymity.

First author of the poster accepts responsibility for ensuring that all authors provide individual permission for the presentation of the poster. In order the abstract of the poster to be published on congress book, at least one of the authors should register with the congress.

The schedule of the visual presentation and guidelines for the posters will be delivered upon acceptance of the submission.