

PROPOSAL SUBMISSION PROCESS

User Profile

Before submitting a proposal, the submitter must create a user profile at:

<http://cm.hypnosis2018.com>

There is no limit on the number of proposal submissions from any one individual. However, one person can present maximum 2 sessions at the congress.

The final deadline to submit proposals is **October 15, 2017, 23:59 Eastern Standard Time**. Proposals received after this date cannot be accepted. You will receive notification regarding acceptance by the end of January, 2018. More than one proposal can be submitted through the congress management system. After a proposal has been created, modifications can be made until the submission deadline.

Registration

After you created an account you can login to our online congress management portal. Before you are able to submit a proposal you have to register and pay for the conference in the same online portal. Once you registered, a button called "Proposal Submission" will appear on the dashboard in your online account. If you have any questions regarding registration, please contact carole@iseventsolutions.com

We're trying to accept as many high quality proposals as possible. In case your proposal doesn't get accepted into the program and you cannot attend the meeting anymore you can find a colleague to go instead of you (\$75 substitution fee) or you can get the registration fee refunded until July 10, 2018 minus a \$ 80 cancellation fee.

Important Dates

April 25, 2017	Proposal submission opens
October 15, 2017	Proposal submission deadline
January 19, 2018	Communication to authors about approved / rejected proposals

Proposal Submission Guidelines

After you registered you will find a new button on your dashboard called "Proposal Submission". In this menu you will be guided through the following steps (find more details below):

1. Enter the title of your proposal
 - a. If your proposal was not published before and presents a highly innovative idea, please check the according box.
2. Select topic
3. Select presentation format preference
4. Choose the language you will present in
5. Please formulate 3 learning objectives which is an obligatory requirement for CME accreditation. The format of the objectives is "As a result of attending this session, participants will be able to:" followed by 3 bullet points that express the 3 learning objectives.
6. Enter all authors individually and select the presenting author. The presenting author must be registered at the time the proposal is submitted.

7. Enter all affiliations of all the authors
8. Link Authors to respective affiliations
9. Proposal body: A workshop proposal body should include a brief presentation outline. A research proposal should include introduction and objectives, methods, results, conclusion.
10. Disclosure: You have to complete your disclosure of potential conflicts of interest before you can submit the proposal
11. Terms: Please read them carefully and accept
12. Preview your proposal and check if everything is complete (green check mark) and correct. You can click on the little wrench next to each step to correct the information, before submitting. A red exclamation mark means that the step isn't complete yet.
13. Submit your proposal by clicking on the button on the bottom

Choosing a Topic Category

During the submission process, you will be asked to select a topic for your proposal. The topic is the general topic under which the proposal will be reviewed and if accepted, be placed in topic-related sessions. The topic which best describes the subject of the proposal should be chosen.

Choosing Preferred Presentation Type

During the submission process, you will be asked to select a presentation preference. Below are the types of presentation formats available:

- Practical Workshop (90 min)
- Oral presentation (15-20 min)
- Demonstration (90 min)
- Video Workshop (90 min)

Authors

- Take care to list ALL authors in the relevant section of the submission site. Spell out completely the names of all authors using full first and last names.
- Maintain consistency in author names on multiple proposals to avoid duplication in the author index.
- Affiliations (Department, Institution) have to be spelled out in full.
- In a third step the authors have to be assigned to the affiliations
- Select the presenting author. The proposal presenter and submitter have to be registered in order to submit an proposal. Therefore, we recommend that proposal submitter and presenter are the same person. If the submitter is not the presenter, please enter the presenter's email address in the field reserved for this information.

Text Format

- Title:
 - There is a character limit of 200 characters including spaces.
 - Enter the title in sentence case, Only CAPITALIZE the first letter of the sentence and proper nouns, nothing else.
 - No punctuation at the end of the sentence, unless it is a question mark (?)
 - No symbols are permitted; write out the name of the symbol (i.e. Save beta, alpha, etc.). You will be allowed to use symbols for the proposal body.

- Body:
 - A workshop proposal body should include a brief presentation outline. A research proposal should include introduction and objectives, materials, methods, results, conclusion. Please don't format the text in any way (no bold, underlined, italic etc.).
 - The proposal text body is limited to 2500 characters including spaces (approx. 500 words).

Submission Confirmation

After submission of the proposal, a confirmation email will be sent to the proposal submitter. In order to receive the confirmation, please ensure that emails from proposals@hypnosis2018.com are not marked as spam by your e-mail provider.

If you have any question regarding the proposal submission process, please e-mail Leona Hanemann at proposals@hypnosis2018.com

Submission Terms

1. **Presenter registration:** Only registered persons can submit and present at the Congress. We highly recommend that the proposal submitter is the presenter.
2. All presenters must fill in the online **conflict of interest disclosure form**.
3. **Language:** Proposals must be written and presented in English or French.
4. Submitted proposals undergo a blind **review** by peer reviewers based on merit and originality.
5. While proposals may be submitted as different types of workshops or oral presentations, the Scientific Program Committee reserves the right to assign the **final presentation type** in the best interest of the program. Rapid fire (< 10 min, few PPT slides) and camp fire (< 10 min, highly interactive) presentations may be added to the program to accommodate a larger number of presentations.
6. **Notification of acceptance or rejection** will be sent to the submitting/presenting author by January 19, 2018. Please note that only the *submitting author* will receive correspondence concerning the proposal and is responsible for informing all co-authors of the status of the proposal.
7. Submitters are responsible for **proofreading** their proposal before submitting, particularly with regard to general orthography, as well as author names/order and affiliations. The congress secretariat will only make sure the formatting of all proposals is uniform, but will not edit the actual proposal.
8. **Publication of accepted proposals:** The submission of the proposals constitutes the authors' consent to publication. If the proposal is accepted, the authors agree that their proposals are published under the Creative Commons Attribution 3.0 Unported (CC BY 3.0) license. The license allows third parties to share the published work (copy, distribute, transmit) and to adapt it for any purposes, under the condition that the World Congress of Medical and Clinical Hypnosis 2018 and authors are given credit, and that in the event of reuse or distribution, the terms of this license are made clear. Accepted proposals, therefore, will be published on www.hypnosis2018.com and on its Congress WebApp.
9. **Copyright Policy:** Proposals should not include libelous or defamatory content. Material presented in proposals should not violate any copyright laws. All reproduction costs charged by the copyright holder must be borne by the author.
10. **Plagiarism:** The congress organizers regard plagiarism as serious professional misconduct. All proposals are screened for plagiarism and when identified, the proposal and any other proposal submitted by the same author are rejected. In addition, the submitting author's profile will be cancelled. The author is reliable for any legal consequences following the plagiarism.