



## MEMBER-POSTER SUBMISSION INSTRUCTIONS

*Thank you for your interest in submitting a Member Poster for presentation during the **2020 Global Sex Research Virtual Conference**.*

*These instructions will guide you through the log-in details, the submission steps in the abstract portal, and additional information.*

***Incomplete submissions will not be eligible for the Conference.***

**Submission deadline is Tuesday, September 8, 2020.**

### INTRODUCTION

- **READ THESE INSTRUCTIONS COMPLETELY BEFORE YOU BEGIN THE SUBMISSION PROCESS.**
- The submitting author and all presenters ***MUST be current SSSS members PRIOR to submitting the abstract.***
- Members can submit only one abstract as the ***presenting author***. There is no limit to the number of abstracts in which a member is a co-author.
- All authors and co-authors who will be presenting a poster ***MUST*** register for the 2020 Conference by September 15, 2020.
- As a Member Poster presenting author, this year you will present your poster in a pre-recorded 2-4-minute brief communication video format. In this short video you should highlight why your study is needed, the methods you employed, the results, and your main conclusion(s). How you choose to present your work in this video is up to you. Consider your presentation like you would if

someone walked up to you at a conference poster session and said, “Tell me about your study and what you found.”

For video examples, see the video abstracts available at the journal [\*Pediatrics\*](#).

### LOG-IN & SUBMISSION DETAILS

The SSSS member who submits the member-poster abstract will be the only contact. When SSSS communicates with this contact, it is the submitter’s responsibility to inform all co-authors of any such correspondence.

- **AFTER** you log in as a member on the SSSS website, look under the “**2020 Virtual Conference**” tab at the top of the page.
- If you submitted any type of abstract in 2017, 2018, or 2019, enter the e-mail address and password you used then. If you do not remember your password, you will be able to create a new one.
- **VERY IMPORTANT** — If your e-mail address has changed since you last logged in, go ahead and log in with your ***old*** e-mail, then

click on the “UPDATE” button. There you will be able to change your e-mail address (and any other parts of your profile, too).

- If you are a first-time user of the SSSS Abstract System (established February 2017), you must create a new account. Be sure to remember your account log-in details. You will be able to make changes to your submission and update your profile until the member-poster submission deadline of September 8, 2020.
- If you logged in before, but can’t remember the e-mail address you used, **DO NOT** create a new, duplicate account. Contact the [SSSS Office](#) for assistance.
- The information that is in your submission on September 8, will appear in all Conference materials.
- **Gather all your abstract information and content BEFORE you begin the submission process. Also, set aside time to complete your submission in one sitting. You will have 30 minutes to complete the process. None of the information you input will be saved until you click the red “Submit Abstract” button at the end.**

### CONFIRMATION

While your abstract will NOT be peer reviewed, you will receive a confirmation e-mail that SSSS has received your submission. If you do NOT receive your confirmation e-mail by mid-September, check your e-mail spam folder. If you still cannot locate your notification, contact the [SSSS Office](#) for assistance.

### UPLOADING YOUR VIDEO

You will receive an e-mail in early October with instructions about the technical specs for your

video, and how to upload it for on-demand viewing by the conference registrants.

### CREATING A PROFILE

If you have never created a profile in the SSSS Online Abstract System, you must do so. Provide the information below:

- First and last name
- Degrees earned (two degree maximum. Do not include Honors or Candidate status.)
- Affiliation (school, employer, etc.)
- Telephone number
- Street Address
- City
- State / Province / Region
- Postal Code
- Country
- E-mail address (This will be your user log-in.)
- Password
- Confirm Password

### SUBMITTING YOUR ABSTRACT

As you proceed through the online member-poster submission process, you will need the information below:

#### ■ PRESENTATION CATEGORY

*(You will choose one.)*

- **Empirical Report** — For posters that provide details of empirical research that is completed, or is in progress. Your abstract must be formatted using these subheadings:
  - Background/Rationale
  - Methods/Planned Approach
  - Results/Preliminary Results
  - Conclusions/Next Steps

- **Lessons Learned** — For abstracts that describe the outcomes or insights gained from interventions, partnerships, or other programs. Your abstract must be formatted using these subheadings:

- Background
- Program Description
- Lessons Learned
- Recommendations

- **Theoretical Perspectives** — For abstracts that provide an overview or analysis of emerging or established theoretical or conceptual perspectives on a sexuality-related issue or phenomenon. Your abstract must be formatted using these subheadings:

- Background
- Theoretical Perspective
- Significance to the Field

#### ■ TITLE OF PRESENTATION OR SYMPOSIUM

**IMPORTANT:** Capitalize the first letter of each word in your title.

#### ■ ARE THERE CO-AUTHORS ON YOUR ABSTRACT?

List the order of your co-authors in the order you want them to appear in all Conference materials. As the primary contact for this submission, you will be the first author listed. Do not add your name to the co-author section. You can include up to two degrees per author. Do not include Honors or Candidate status.

If there are co-authors, provide all requested information for each. Does each co-author plan to attend and participate in the presentation at the conference?

#### ■ PRESENTATION LISTING

When submitting your abstract, a box will automatically list your presentation details, with the information you provided earlier in the submission process. Please follow the instructions to ensure that your presentation listing is similar to the provided examples. The information that is in your submission when the abstract system closes on September 8 will appear in all Conference materials.

#### INSTRUCTIONS FOR ALL POSTER ABSTRACT SUBMISSIONS:

- Be sure to capitalize the first letter of each word in the title.
- Add a dash between the title and the author.
- Identify authors in the order you would like them to appear in the printed Conference program.
- Include up to two degrees per author. Do not list Honors or Candidate status.
- Separate each author with a semicolon.

#### Example

*Possible Familial Outcomes of Prevalent Behavior among Left-handed Congolese Chimpanzees*  
— Paige Turner, BS; Grunhilda Sotz, BS;  
Pete Fish, MD, MPH; Leroy Brown-Badd, PhD

#### ■ IRB CONFIRMATION

You must check one the following boxes:

- I confirm that my research has been reviewed and approved (or exempted) for the protection of human subjects by my institution's or an affiliated Institutional Review Board.
- Pending IRB Approval
- N/A – This is not an empirical study.

■ **WILL THE PERSON MAKING THIS PRESENTATION BE A SSSS STUDENT MEMBER?**

Yes  No

■ **HAVE YOU PRESENTED A SIMILAR POSTER AT ANOTHER SSSS CONFERENCE?**

Yes  No

■ **CONFLICT OF INTEREST**

Do any of the authors have any relevant financial relationships related to the material to be presented in this session (e.g., consultancies, advisory boards, employment, etc.)? If yes, describe the potential conflict of interest.

Yes  No

■ **ABSTRACT TEXT WORD COUNT**

Maximum word count for your main body text is 400 words.

■ **ACCEPTANCE OF RESPONSIBILITY**

By submitting this proposal, you are agreeing that:

- You will present your abstract, or arrange for a qualified substitute in your place. All presenters must be current SSSS members.
- You and all co-presenters will register for the 2020 Virtual Conference by September 15.

- You are responsible for all your expenses related to this abstract.
- The contents of your abstract can be made public on the SSSS website and other SSSS communication platforms.

By placing your first initial and last name in the box provided, you are agreeing:

- To all of the terms above
- That you disclosed any potential conflicts of interest
- That you will disclose to participants any off-label or experimental uses of a commercial product or service
- You will include a statement of this conflict or disclose such in your presentation.

Click the red **“SUBMIT MEMBER-POSTER ABSTRACT”** button at the bottom of the page.

**REMEMBER: Incomplete submissions are ineligible for the Conference.**

**Submission Deadline  
Tuesday, September 8, 2020**

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### Confirmation of Your Submission

You will receive an e-mail confirming that SSSS has received your submission.

If you later revise your submission, you will **NOT** receive a new Confirmation.

### Questions?

If you have any questions or concerns, contact the [SSSS Office](#).

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*Thank you for submitting your Member-Poster abstract for presentation during the 2020 Global Sex Research Virtual Conference.*