



# ABSTRACT SUBMISSION INSTRUCTIONS

*Thank you for your interest in submitting an abstract for presentation at the 2020 SSSS Annual Conference, November 19-22, in New Orleans.*

*These Instructions will guide you through the online submission process.*

***IMPORTANT: Incomplete submissions will not be reviewed or considered for the Conference.***

**Submission deadline is April 10, 2020.**

## LOG-IN & SUBMISSION DETAILS

The person submitting the abstract will be identified as the primary, and only, contact. When SSSS communicates with the primary contact, it is that person's responsibility to inform any co-authors of any of such correspondence.

- SSSS members: Your SSSS website log-in e-mail address and password will NOT work on this abstraction submission system. This is a totally separate system that requires you to have a separate log-in.
- If you submitted an 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 asked to create a new one.
- **VERY IMPORTANT** — If your e-mail address has changed, send an e-mail to the [SSSS Abstract Coordinator](#) **PRIOR** to submitting your abstract, with your old and new e-mail addresses. This will alleviate your having duplicate accounts in the abstract submission system.

- If you are a first-time user of the SSSS Abstract System (established February 2017), you must create a new account. Please make note and remember your account log-in details. You will be able to make changes to your submission and update your profile until the submission deadline of April 10, 2020, the day the abstract submission closes.
- If you need assistance accessing your established abstract account, please e-mail the [SSSS Abstract Coordinator](#).
- If your submission is accepted for the Conference, the information that is in your submission on April 10, 2020, will appear in all Conference materials.
- **Gather all your abstract information and content BEFORE you begin the submission process. Further, set aside time to complete your submission in one sitting. None of the information you input will be saved until you click the red "Submit Abstract" button at the end.**

## NEED TO CHANGE YOUR ABSTRACT AFTER SUBMITTING IT?

You can make changes to your abstract submission until April 10, 2020, the day the abstract submission closes. Abstracts can not be changed or updated after that date. If your submission is accepted for the Conference, the information that is in your submission on that date will appear in all Conference materials.

## DECISION NOTIFICATIONS

We will send your decision notification to the e-mail address in your account. If you do not receive your decision notification by the end of May 2020:

- Check your e-mail spam folder.
- If you still cannot locate your notification, e-mail the [SSSS Abstract Coordinator](#).

## HELPFUL REMINDERS

- If your e-mail address has changed since you submitted your abstract, e-mail the [SSSS Abstract Coordinator](#) as soon as possible, to ensure you receive your notification.
- Refer to the [SSSS website](#) for updates regarding notifications, Conference details, membership, etc.

## CREATING A PROFILE

You will need to provide the information below to create your profile in your account:

- 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 submission process, you will need the information below:

### ■ TYPE OF PRESENTATION PROPOSED (You will choose one.)

- **ORAL PRESENTATION** — Your abstract is limited to 400 words. The person submitting the abstract will be considered the primary contact. The SSSS Scientific Program Co-Chairs will group the oral presentations by topic. Your presentation will be 15 minutes, including Q&A. Based on the peer review, you may be offered an alternate presentation type.
- **SYMPOSIUM** — Your abstract is limited to 1,500 words. A Symposium session is organized by the presenters to facilitate cross-institution and cross-discipline collaboration. Symposia are one hour, including Q&A. The person submitting the abstract will be considered the primary contact. You'll need to submit:
  - the entire symposium proposal (as a single submission), to include a brief description of the overall symposium, plus all of the abstracts [including title(s), author(s), and description(s)] for each individual presentation in your symposium. Do not submit abstracts for a symposium as individual oral presentations.
  - at least two observable and measurable learning objectives
  - at least five references to your abstracts
  - CVs for all authors and co-authors
  - a brief description of the form of training method that will be used in teaching the program content.

Not all symposia submissions may be accepted, and they will **NOT** be considered for an alternative presentation type. The symposia field is competitive, and symposium submissions that facilitate cross-institution and cross-discipline collaboration are preferred.

- **CONTINUING EDUCATION SESSION / WORKSHOP** — Your abstract is limited to 400 words. The person submitting the abstract will be considered the primary contact. CE presenters must have expertise and competence in the areas in which they will teach. Expertise can be demonstrated by a combination of relevant educational experience, teaching experience, clinical experience, and/or publications in the areas being taught. All proposals for CE sessions are reviewed by the SSSS CE Committee. You will need to submit:

- the abstract
- at least two observable and measurable learning objectives
- at least five references to your abstract
- CVs for all authors and co-authors
- a brief description of the training method that will be used.

CE sessions are one hour, including Q&A. Not all submissions to the CE category may be accepted. Based on the peer review, you may be offered an alternate presentation type.

- **BRIEF COMMUNICATION** — Your abstract is limited to 400 words. The person submitting the abstract will be considered the primary contact. Brief Communication sessions are oral presentations, limited to five minutes and five slides. The idea is to give attendees a brief snapshot of a study, an idea, or a concept that will ignite discussion and dialogue throughout the Conference. Based on the peer review, you may be offered an alternate presentation type.
- **POSTER PRESENTATION** — Your abstract is limited to 400 words. The person submitting the abstract will be considered the primary contact. A poster presentation allows the presenter(s) to discuss their research in an interactive way. A Poster session is 1 hour. Based on the peer review, you may be offered alternate presentation type.

## ■ TITLE OF PRESENTATION OR SYMPOSIUM

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

## ■ CHOOSE ONE TOPIC FOR YOUR PRESENTATION

From the drop-down menu, choose the topic that best describes your abstract. This topic will be used by the Scientific Program Co-Chairs to group presentations into concurrent sessions. The drop-down list you will see:

- Trans Experiences and Identity
- BDSM / Kink
- Sex Research Methods
- Race / Ethnicity and Sexuality
- Sexual Coercion / Aggression & Prevention
- Technology
- Queer Sexualities
- Sex Work
- Relationships
- Pornography
- Intersectional Sex Research
- Sexual Pleasure
- Sexual Health and Promotion
- Other: 40 character maximum.

## ■ ARE THERE CO-AUTHORS ON THIS 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. You can include up to two degrees per author. Do not include Honors or Candidate status.

If your abstract has multiple authors, please provide all requested information for each. If your abstract is accepted, does each co-author plan to attend and participate in the presentation at the Conference in New Orleans?

## ■ PRESENTATION LISTING

When submitting your abstract, a box will automatically list your presentation details, according to 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 April 10 will appear in all Conference materials.

### INSTRUCTIONS FOR ALL PRESENTATION SUBMISSIONS:

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

#### Example (Oral, CE, Brief Communication, and Poster):

*A Distribution of Sexual Risk Behaviors: Possible Antecedents and Associations with Prevalent STIs among Young Black MSM – Trisha Arnold, BS; Estefany Bologna, BS; Leandro Mena, MD, MPH; Richard Crosby, PhD*

#### Example (Symposium):

*A Distribution of Sexual Risk Behaviors: Possible Antecedents and Associations with Prevalent STIs among Young Black MSM – Trisha Arnold, BS; Estefany Bologna, BS; Leandro Mena, MD, MPH; Richard Crosby, PhD*

*Abstract One: List Individual Abstract Title, with author/coauthor(s) and degree(s).*

*Abstract Two: List Individual Abstract Title, with author/co-author(s) and degree(s).*

*Abstract Three: List Individual Abstract Title, with author/co-author(s) and degree(s).*

*Abstract Four: List Individual Abstract Title, with author/co-author(s) and degree(s).*

## ■ 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.

### ■ IF THIS ABSTRACT IS ACCEPTED, DO YOU PLAN TO PRESENT THIS ABSTRACT DURING THIS YEAR'S ANNUAL MEETING?

- Yes       No

### ■ ARE YOU CURRENTLY A MEMBER OF SSSS?

- Yes       No

### ■ WILL THE PERSON MAKING THIS PRESENTATION BE A STUDENT?

- Yes       No

### ■ HAVE YOU PRESENTED A SIMILAR PAPER AT ANOTHER SSSS CONFERENCE?

- Yes       No

### ■ WILL YOU NEED ADDITIONAL AUDIOVISUAL EQUIPMENT FOR YOUR PRESENTATION?

SSSS will provide a Windows-based laptop computer, a projector, and a screen for each session. If you need additional A-V equipment, we will put you in contact with our A-V supplier so you make arrangements at your expense.

### ■ 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

## ■ PLEASE SELECT 3 KEYWORDS FOR YOUR ABSTRACT

You will see three (3) drop-down lists of these available keywords. A different keyword from each list is required:

- Aging
- HIV / AIDS / STIs
- Sexual Health
- Sexual Pleasure
- Sexual Problems
- Adolescent Sexuality
- LGBT
- Transgender Studies
- Human Sexual Development
- Disabilities
- Drug Use / Abuse
- Sexuality Education / School Based Programs
- Pregnancy and Pregnancy Prevention
- Religiosity
- Race and Ethnic Topics and Sexuality
- Sex and Media
- Sexual Violence
- Women's Sexual Health
- Condom Use and Contraception
- Online Technologies
- Casual Sex / Hooking Up
- Non-monogamy / Poly Relationships
- Relationships
- Pornography
- Clinical Sex Therapy

## ■ ABSTRACT TEXT

You must adhere to the word counts for each presentation type. Abstracts exceeding the word count limit will not be reviewed.

- For Oral Presentation, Continuing Education, Brief Communication, and Poster Session the maximum is 400 words.
- For Symposia the maximum is 1,500 words.
- For Oral Presentation, Symposium, Brief Communication, and Poster Session, the abstract must be formatted using these subheadings:
  - *For Empirical Reports*—Abstracts must use the subheadings Background, Methods, Results, and Conclusions.
  - *For Lessons Learned*—Abstracts must use the subheadings Background, Program Description, Lessons Learned, and Recommendations.
  - *For Theoretical Perspectives*—Abstracts must use the subheadings Background, Theoretical Perspective, and Significance to the Field.
- For CE Learning Session/Workshop, the abstract must use the subheadings Purpose, Issues, Overview of Session Activities, and Anticipated Participant Outcomes.

Based on the peer reviews and available space, the Scientific Program Co-Chairs may offer you a different presentation format from the one you submitted (except for Symposia submissions, which will not be considered for an alternative presentation type).

## ■ LEARNING OBJECTIVES

Observable and measurable learning objectives are required for our CE certification process. Learning objectives should be concise, exact, and action-oriented. For your convenience, you will see a list of “action verbs” that are acceptable for you to use in your learning objectives.

Finish the sentence provided, "Upon completion of the session, participants will be able . . ."

Objective 1:

Objective 2:

Objective 3:

## ■ TRAINING METHOD

Briefly describe the training method you will use in teaching your program content (e.g., lecture, PowerPoint, Q&A, group discussion, demonstration, practice dyad experiential exercise, ice breaker, role play, fish bowl, etc.)

## ■ ABSTRACT REFERENCES

If you submitted an abstract to be considered for a Continuing Education session or a Symposium, you must list at least five references for your abstract.

## ■ CURRICULUM VITAE

If you submitted an abstract to be considered for a Continuing Education session or a Symposium, all authors and co-author(s) must have a CV uploaded. It is the responsibility of the primary contact person to upload all CVs for all authors and co-author(s).

## ■ ACCEPTANCE OF RESPONSIBILITY

By submitting this proposal, you are agreeing that if your presentation is accepted:

- You will present your abstract, or arrange for a qualified substitute in your place.
- You acknowledge that you and all co-presenters will register for the Conference and pay the appropriate conference registration fee by August 31, 2020, the presenter registration deadline.
- You are responsible for your travel, hotel, and other expenses related to the Conference.
- 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, and that you disclosed any potential conflicts of interest. If your presentation is accepted, your signature also indicates that you will disclose to participants any off-label or experimental uses of a commercial product or service. Further, you will include a statement of this conflict or disclose such in your presentation.

Click the red “**Submit Abstract**” button at the bottom of the page.

**REMEMBER: Incomplete submissions will not be reviewed or considered for the Conference.**

**Submission deadline is April 10, 2020.**

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## Confirmation of Your Submission

You will receive an e-mail confirming that we have received your submission immediately after you submit your abstract. If you later revise your submission, you will **NOT** receive a new Confirmation.

## Questions?

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

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2020 SSSS Annual Conference, November 19-22, in New Orleans.*