

## CALL FOR POSTER FREQUENTLY ASKED QUESTIONS (FAQs)

- 1. When/where is Elevate by Psych Congress 2025?**  
Elevate by Psych Congress will be held May 28-30, 2025, at the Caesars Palace Las Vegas in Las Vegas, Nevada.
- 2. What is the deadline for poster submissions?**  
The deadline for poster submissions is **Monday, April 14<sup>th</sup>, 2025** at midnight ET.
- 3. How can I submit my poster?**  
To submit a poster, please visit our submission website and create an account. Follow the instructions provided and be sure to fill out all required fields.
- 4. May I include a table with my poster submission?**  
No tables, figures, or images may be included in the poster abstract submission. Tables, figures, or images are allowed on the actual physical poster.
- 5. Can I include a QR code on the poster?**  
Yes, you can include a QR code on your poster.
- 6. Can I revise my poster submission after it has been submitted?**  
You can log back into your account and make changes to your submission until it enters the review process. Once your submission has been marked for review, you will not be able to make any changes.
- 7. Is there a poster submission fee?**  
To be considered during the review process, you must submit payment for each submission. The fee for poster submission is \$199. If, for whatever reason, your poster abstract is rejected after the review, you can receive a refund if requested. But if you cancel or withdraw a poster that has been accepted/approved a refund will not be issued.
- 8. What should I do if I would like to withdraw my poster submission?**  
If you wish to withdraw your abstract, a written request must be submitted by **Monday, May 5, 2025** to [callforabstracts@psychcongress.com](mailto:callforabstracts@psychcongress.com).
- 9. When and how will I receive notification about the status of my abstract?**  
Notification regarding acceptance or denial of abstracts will be sent by email to the primary submitter. Posters will be accepted on a rolling basis, with decision notification emails being sent the first week of February, March, April, and May. All submissions received by the end of the month prior will receive a decision email within the corresponding review cycle.
- 10. Does Elevate or HMP Education retain the poster copyrights after a poster is presented at the conference?**  
No. The poster copyright remains with the authors.
- 11. I do not have an audio file to attach, or the file is not attaching to my submission, is this required?**  
No. The audio file is an optional component of the submission and is not required for consideration.

**12. What are the important dates I should make note of?**

- All poster submissions are due April 14th, 2025
- Requests to withdraw poster submissions are due May 5th, 2025
- Poster numbers and PDF submission details will be provided May 1th, 2025
- Optional PDF files for accepted posters are due May 19th, 2025
- Posters must be hung in the reception ballroom by 3:00 PM Friday, May 30th, 2025.
- At least one author must be present and available to answer questions during the poster display hours in the reception ballroom Friday, May 30th, 2025 from 5:35 - 7:05 PM.
  - If an author is not available a designated representative may fill in but they must have knowledge of the abstract and be able to answer attendee questions.
  - If an author has multiple posters/abstracts we do our best to group posters by the same author together, but we can not guarantee this. Making sure the submitter or the first author is the same for each poster is required if you would like to be considered to have posters grouped.

**13. What is Psych Congress Elevate's embargo policy?**

Embargoes on poster abstracts lift after the final viewing window of the posters at the conference. While you are welcome to share that the poster/research has been accepted, you may not share any data, research, key takeaways, or other details of your research before its embargo lifting. All posters submitted follow these same policies; there are no exceptions.

**14. Are encore abstracts/posters accepted?**

Yes, encore abstracts/posters can be submitted and will be considered.

**15. Are abstracts/posters published?**

Accepted submissions the Poster titles, abstracts, and authors will be available/posted on the event app about two weeks before the event. However, poster details will not be included on the event website. But all the previously listed poster information will be published on HMP Global's Psychiatry & Behavioral Health Learning Network 30-60 days after the event ends and remain there indefinitely unless requested to be taken down. They will be publicly available to access without a login.

**16. If I add a PDF version of my poster to upload to the app how does that work, and can I add or change it later?**

For accepted posters we request if you want a PDF version visible on our app to have it included in the management system by May 19th. That way we can confirm and test that it is pulling over to the app. As long as a draft is included by May 19th that is fine, if nothing is included by then, we cannot guarantee that later additions will be included in the app. You are welcome to adjust any items in the management system including the PDF copy, up until the start of the event May 28th. We will periodically sync updates every 2-3 business days. Once the conference starts, we can't guarantee the frequency of syncs, so we recommend having everything finalized by May 27th.

**17. Will there be a place to print my poster on site?**

Elevate does not offer or have any printing services but there is a FedEx Office Print & Ship Center in Caesars Palace that might be able to assist you with printing but you must arrange that yourself.

**18. Am I able to submit and present multiple posters at the conference?**

Yes, but we recommend not having over 3 posters as it makes interacting with attendees during presentation times harder.

**19. Are Branded names allowed on posters?**

Yes

**20. What size should I make my poster?**

Poster boards will be 4' H x 8' W, we do recommend staying around 42" H x 90" W to avoid going over the attachable surface area.

**21. I have a question that isn't answered above, who do I contact?**

Please callforabstracts@psychcongress.com with any additional questions. Please allow **2 business days** for responses.