2018 World Congress of Psychiatric Genetics
Submission Instructions for Poster, Oral and ECIP Submissions
Submission Deadline: Monday, Monday, June 11, 2018

To submit your abstract, please follow the instructions below:
1. Visit the 2018 Abstract Submission Portal by going to: ispg.societyconference.com.
2. Select "Log In".
3. If you are a current member of ISPG, or have attended the World Congress in previous years your account is stored within our system. If you do not know your login information, please select "Forgot your password".
4. If you are new submitter or your email address is not recognized by the system, please create a new account
5. Go to the Submissions tab and select "**Access My Dashboard**".
6. Select the large blue square "Start a New Scientific Submission".
7. Under "Submission Type" select "Poster/Oral Presentation" in the drop down menu. You will then be directed to the submission application.
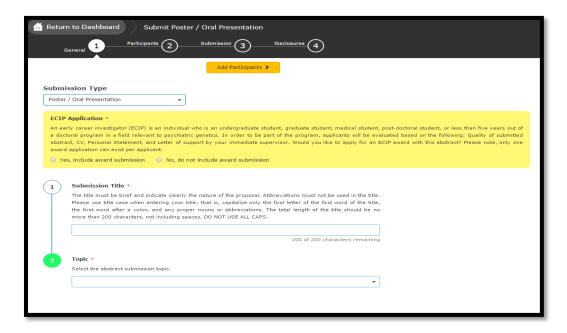
*** Character Limits: There is a limit of 3,200 characters, not including spaces for your proposal. Of the total limit, 200 characters are for the title of your proposal. The abstract of your proposal has a limit of 3,000 characters.

Steps for Submission:

STEP 1: General

If you would like to submit this abstract for an ECIP Travel Award, select "Yes". If you do not want to submit this abstract for an ECIP award, select "No". Please reference the ECIP guidelines located on the submission home page for information on determining if you qualify for the award. **Please note, only one award application can exist per applicant.**

❖ If you select "Yes" to this questions, the abstract will automatically be submitted for a Poster/Oral Presentation **AND** the ECIP award. You will not need to submit the abstract twice. Additional instructions will follow Step 4: Disclosures.
❖ If you have already submitted an abstract for the ECIP Travel Award or do not want to submit an application for an ECIP Travel Award, you will skip this step.

1. Task 1 (Submission Title): Enter your submission title.
    a. Your title must be less than 200 characters.
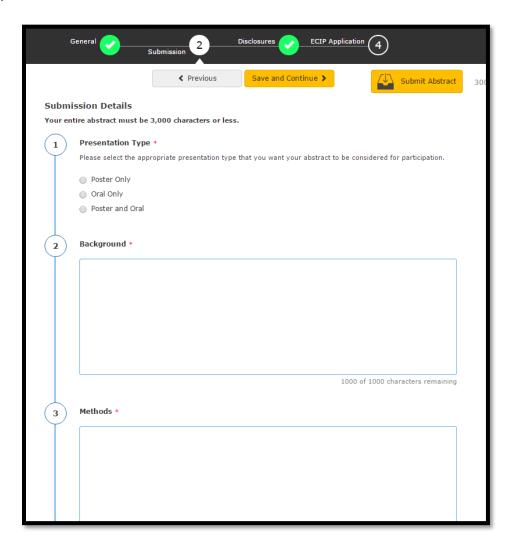   b. Do not use all caps. Please use title case.

2. Task 2: Select your topic in the drop down menu provided.
3. Select "**Add Participants**" to proceed to the next step.

STEP 2: Participants

1. The submitter of the proposal must be the presenter for the poster and/or oral presentation. Ensure your name and email address populate on this page. If you are not the presenter, log out and notify the presenter that they will need to submit the abstract. Co-authors can be added under STEP 3.
2. Please select "**Save and Continue**" to proceed to the next step.

STEP 3: Submission

1. Task 1 (Presentation Type): Select your presentation type. Your proposal may be considered for a Poster only, Oral only, or both Poster and Oral Presentation.

2. Task 2 (Background): Enter the background for your abstract.
3. Task 3 (Method): Enter the methods for your abstract.
4. Task 4 (Results): Enter the results for your abstract.
5. Task 5 (Discussion): Enter the Discussion for your abstract.
6. Task 6 (Co-Authors): Add your co-authors in which they will appear in the abstract publication.
   a. There is a limit of 15 co-authors.
   b. Co-authors are not required.

1000 of 1000 characters remaining

5   **Discussion** *

1000 of 1000 characters remaining

6   **Co-Authors**

List your co-authors for this presentation (limit of 15).

Search for co-authors to be added. If co-author is not found, then enter directly in the table below.

🔍

Search for co-author

Order	Presenter	First Name *	Last Name *	Affiliation *	E-mail *	
1	○	Sample	Sample	Sample	Sample	remove

* You must populate First Name, Last Name, Affiliation, E-mail to complete the row.

7. Task 7 (Hugh Gurling Award): Select if you are eligible for the Hugh Gurling Award. Eligibility is based on what country you live in at the time of the conference. Countries f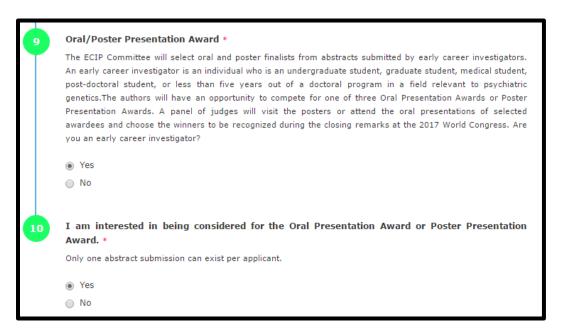alling under Group B, Group C and Group D qualify for the Hugh Grueling Award. Please reference the World Bank Countries link on the submission site for country listings.

7   **Hugh Gurling Award** *

The Hugh Gurling Award will be based on the best oral presentation or poster submitted at the World Congress of Psychiatric Genetics by an eligible investigator. Eligible investigators are defined as those who are from a non-Group A World Bank country, and who reside in such a country at the time of the meeting. The winner will be honored by a certificate from the Society, and the resulting manuscript, once submitted to the journal and passing peer review, will be featured in the journal under the byline **Hugh Gurling Memorial Award Paper**.

Are you located in one of the eligible World Bank Countries?

◉ Yes
○ No

8   **Hugh Gurling Award - Eligibility** *

Would you like to be considered for the Hugh Gurling Memorial Award ? Click here for more information on this award.

○ Yes
○ No

8. Task 8 (Hugh Gruling Award – Eligibility): This task will populate **only** if you are eligible for the Hugh Gurling Award. Select "Yes" if you would like to be considered for the award or "No" if you do not want to be considered for the award. Note you do not need to submit an application to be considered for the award.

9. Task 9 (Oral/Poster Presentation Award): The ECIP Committee will select oral and poster finalists from abstracts submitted by early career investigators. An early career investigator is an individual who is an undergraduate student, graduate student, medical student, post-doctoral student, or less than five years out of a doctoral program in a field relevant to psychiatric genetics. The authors will have an opportunity to compete for one of three Oral Presentation Awards or Poster Presentation Awards. A panel of judges will visit the posters or attend the oral presentations of selected awardees and choose the winners to be recognized during the closing remarks at the 2017 World Congress.

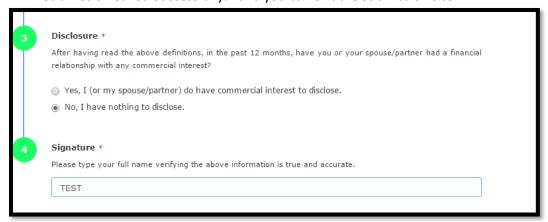Select if you are eligible for the Oral/Poster Presentation Award.

10. Task 9 (Oral/Poster Presentation Award): This task will populate **only** if you if you are eligible for the Oral/Poster Presentation Award. Select "Yes" if you are interested in being considered for the oral/poster presentation award or "No" if you are not interested in being considered for the award. **Please note, only one abstract submission can exist per applicant.**

* Once all tasks are completed on this page, the buttons on the left will turn green. Select "Save and Continue" towards the top of the screen to move on to the next step.

STEP 4: Disclosures

1. Task 1 (Disclosure): Select if you or your spouse has any financial relationships to disclose within the past 12 months.
2. Task 2 (Financial Relationships Details):
    a. If you select "**No, I have nothing to disclose**" in Task 1, answer the attestation statements and then type your full name to verify the information you provided is accurate. Select the orange "**Save**" button at the top of the page. You will receive a pop-up message notifying you that your "Submission Saved Successfully!" and you can exit the submission site.

    b. If you select "**Yes, I (or my spouse/partner) do have commercial interest to disclose**", to Task 1, enter the name of the commercial interest (s) and the nature of the relationship. You will need to complete the statement questions.

Financial Relationships Details *

Please enter the name of the commercial interest (entity) and the nature of the relationship(s).

Please list the name of the entity in the 'Commercial Interest' column. *Examples of relationships include: Stock Shareholder, Scientific/Medical Advisory Board Member, Corporate Board Member, Consultant, Employee, Honoraria, Patent, Stock Shareholder.*

Commercial Interest *	Type of Financial Relationship *	Individuals Involved (Self or Spouse) *
	(blank)	(blank)

* You must populate all fields to complete the row.

Statement 1 *

For my role in the planning and delivery of this CME activity , I will not accept payments or reimbursements from a Commercial Interest (a company producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients).

○ I Agree

Statement 2 *

All recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients. All scientific research referred to, reported or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis. If I am a presenter, my presentation will meet these standards, and if I'm a planner, I will not approve any content that does not meet these standards. If I am a session chair and/or an abstract discussant, any contribution I make to discussion, will meet these standards.

○ I Agree

Statement 3 *

CME must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. CME educational material or content that includes trade names should include trade names from several companies where available, not just trade names from a single company. If I am a presenter, my presentation will meet this standard, and if I'm a planner, I will not approve any content that does not meet this standard. If I

3. Task 3: Type your full name to verify the information you provided is accurate. Select the orange "**Save**" button at the top of the page. You will receive a pop-up message notifying you that your "Submission Saved Successfully!" and you can exit the submission site.

Signature *

Please type your full name verifying the above information is true and accurate.

TEST

* Once all required fields have been submitted, all 5 tasks at the top of your screen will be green. To complete your submission select "Submit Abstract" in orange. You will receive an email notifying you that your submission was successful.