# **2020 World Congress of Psychiatric Genetics**

Submission Instructions for Symposium Participants and ECIP Travel Award Submission Deadline: Friday, May 29, 2020

### **Symposia Presentation**

A symposium is a 1½ hour session with a maximum of 7 participants. Each submission must include: 1 chair, 1 co-chair, 4 speakers, and 1 formal discussant. The discussant may <u>not</u> be a speaker. The chair and co-chair may be a speaker on the panel. An individual can only participate (includes all roles) in a maximum of two (2) symposia. Chairs should have their overall abstract, list of participants and disclosures entered by <u>May 22, 2020</u>. Participants must have individual abstracts and disclosures entered by <u>May 29, 2020</u>.

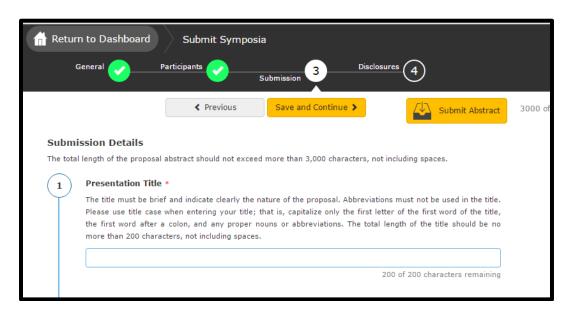
As a participant in a symposium, you will receive an automated email which will include a link for you to log-in to our abstract submission portal to complete your required tasks. You may also visit our online submission portal at: <a href="mailto:ispg.societyconference.com">ispg.societyconference.com</a>. If you do not know your password and/or never set up an ISPG account, the Chair of the symposia has already created account for you. In this case, please select "Forgot your password" to obtain your login information. You will be asked to update your profile with contact information. Once you are logged-in, please follow the steps below to complete your abstract submission.

#### To submit your abstract:

- 1. Go to the Submissions and select the orange "Access My Dashboard".
- 2. Select the title (hyperlinked) of the Symposium.
- 3. You will then be directed to (STEP 3) of the submission. **Note: You do not need to fill out the General (STEP 1)** and Participants (STEP 2) tabs of the submission as the Chair has already completed this information.

### **STEP 3: Submission**

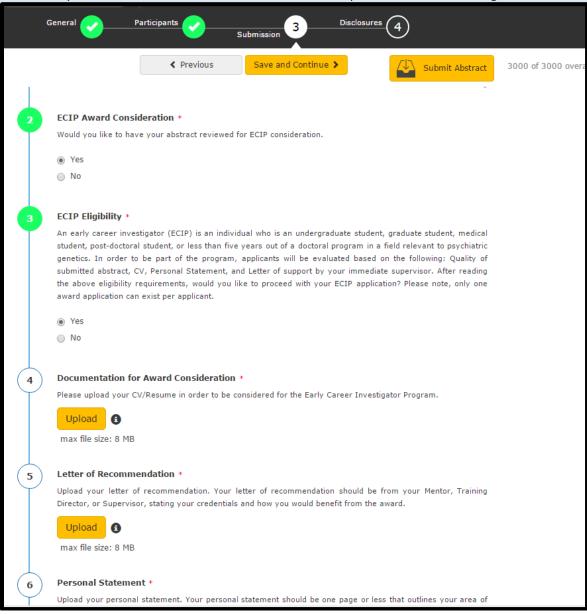
1. Task 1 (Presentation Title): Enter the title of your presentation. The title must be brief and indicate clearly the nature of the proposal. Abbreviations must not be used in the title. Please use title case when entering your title; that is, capitalize only the first letter of the first word of the title, the first word after a colon, and any proper nouns or abbreviations. The total length of the title should be no more than 200 characters, not including spaces.



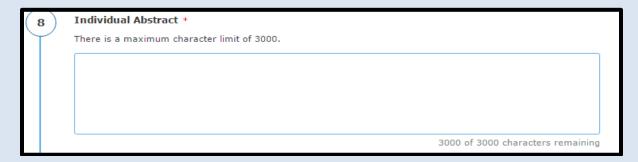
2. Task 2 (ECIP Award Consideration): If you would like to have your abstract reviewed for an ECIP Travel Award, select "Yes". If not, select "No".

<sup>\*</sup>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.

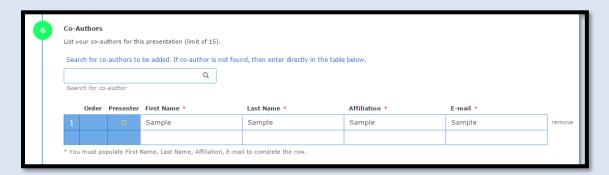
- \*\*If you select "NO" to Task 2, skip to number 10 of the instructions, section highlighted in green. You will not see the below questions highlighted in blue, numbers 3 9 of the instructions. \*\*
- \*\*If you selected "Yes" to Task 3, please follow the below instructions highlighted in blue, numbers 3-9. Skip instructions highlighted in green, numbers 10-11. \*\*
- 3. Task 3: If you selected "Yes to Task 2, the "ECIP Eligibility" question will populate on your screen. If you are eligible for the ECIP Travel Award, select "Yes". To be eligible for the award, you must be 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.
- 4. Task 4 (Documentation for Award Consideration): Please upload your CV/Resume in order to be considered for the Early Career Investigator Program.
- 5. Task 5 (Letter of Recommendation): Upload your letter of recommendation. Your letter of recommendation should be from your Mentor, Training Director, or Supervisor, stating your credentials and how you would benefit from the award.
- 6. Task 6 (Personal Statement): Upload your personal statement. Your personal statement should be one page or less that outlines your area of research, career goals, and future trajectory.
- 7. Task 7: Indicate if you have received the ECIP Travel Award in the past four WCPG meetings.



8. Task 8 (Individual Abstract): Add your individual symposia abstract.



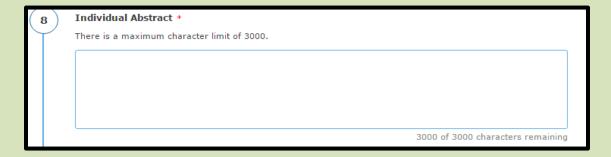
9. Task 9 (Co-Author): Task 3 (Co-Authors): List your co-authors in the text field in which they should appear in the abstract publication. If the co-author is not in the ISPG database, you will need to enter their first name, last name, affiliation and email address. The maximum number of co-authors is 15. Co-authors are not required.



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.

# If you said "No" to Task 2:

10. Task 3 (Individual Abstract): Add your individual symposia abstract.



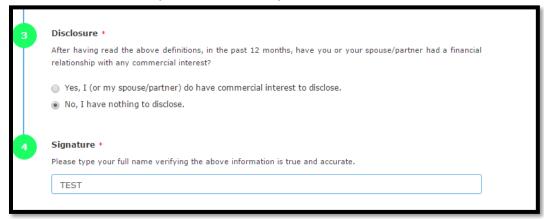
11. Task 3 (Co-Authors): List your co-authors in the text field in which they should appear in the abstract publication. If the co-author is not in the ISPG database, you will need to enter their first name, last name, affiliation and email address. The maximum number of co-authors is 15. Co-authors are not required.



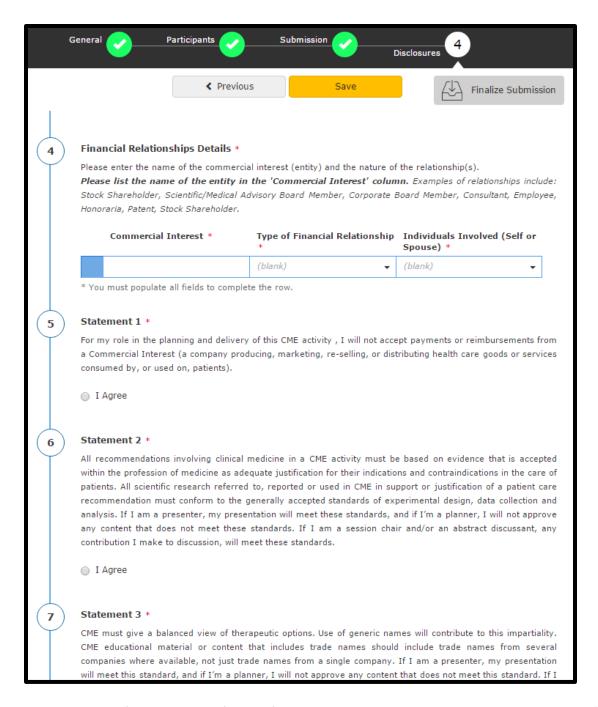
Select the orange "Save and Continue" button at the top of the page to proceed to the next step.

### **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.
    - \* Once all tasks are completed by all symposia participants, the chair will submit the final submission and the process will be complete.



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.



- 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.
- \* Once all tasks are completed by all symposia participants, the chair will submit the final submission and the process will be complete.

