2024 World Congress of Psychiatric Genetics

Submission Instructions for Poster, Oral and ECIP Submissions Submission Deadline: **Thursday, June 6, 2024**

To submit your abstract, please follow the instructions below:

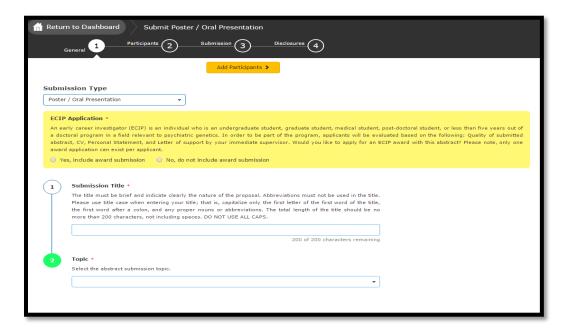
- 1. Visit the 2024 Abstract Submission Portal by going to: ispg.societyconference.com and select "Log In"
 - If you are a current member of ISPG or have attended the World Congress in previous years your account is stored within our system. If you do not know your login information, please select "Forgot your password".
 - o If you are new submitter or your email address is not recognized by the system, please create a new account
- 2. Go to Submissions and select "Access My Dashboard".
- 3. Select the large blue square "Start a New Scientific Submission".
- 4. Under "Submission Type" select "Poster/Oral Presentation" in the drop down menu. You will then be directed to the submission application.

Steps for Submission:

STEP 1: General

If you would like to submit this abstract for an ECIP Travel Award, select "Yes". To be eligible for the award, you must be an undergraduate student, graduate student, medical student, post-doctoral researcher, or less than five years out of a doctoral program in a field relevant to psychiatric genetics. 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 question, 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, select "No, do not include award submission".



1. Task 1 (Submission Title): Enter your submission title.

^{*}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.

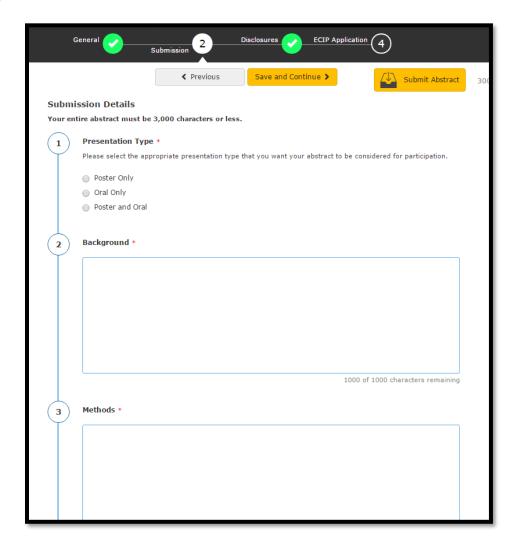
- a. Your title must be less than 200 characters. Do not use all caps. Please use title case.
- 2. Task 2: Select your topic in the drop-down menu provided.
- 3. Select "Add Participants" to proceed to the next step.

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

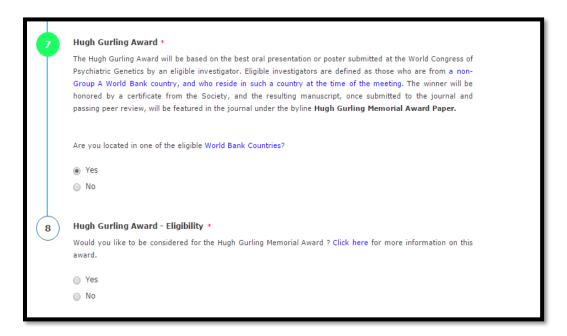
1. Task 1 (Presentation Type): Select your presentation type. Your proposal may be considered for a Poster only, Oral only, or both Poster and Oral Presentation.



- 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. Co-authors are not required.



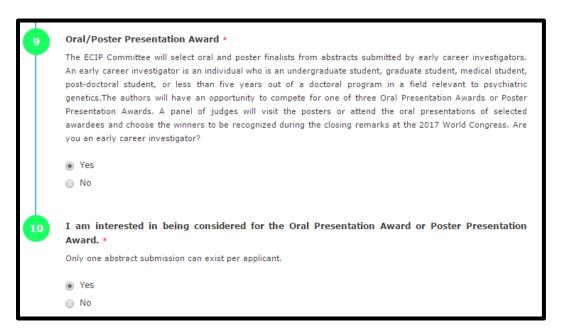
7. Task 7 (Hugh Gurling Award): Select if you are eligible for the Hugh Gurling Award. Eligibility is based on what country you live in at the time of the conference. Countries falling under World Bank country category groups "upper middle income", "lower middle income" or "lower income" qualify for the Hugh Gurling Award. Please reference the World Bank Countries link on the submission site for country listings.



- a. Task 8 (Hugh Gurling Award Eligibility): This task will populate <u>only</u> 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.
- 8. 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 2024 World Congress.

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

a. Task 9 (Oral/Poster Presentation Award): This task will populate <u>only</u> 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. <u>Please note, only one abstract submission can exist per applicant.</u>



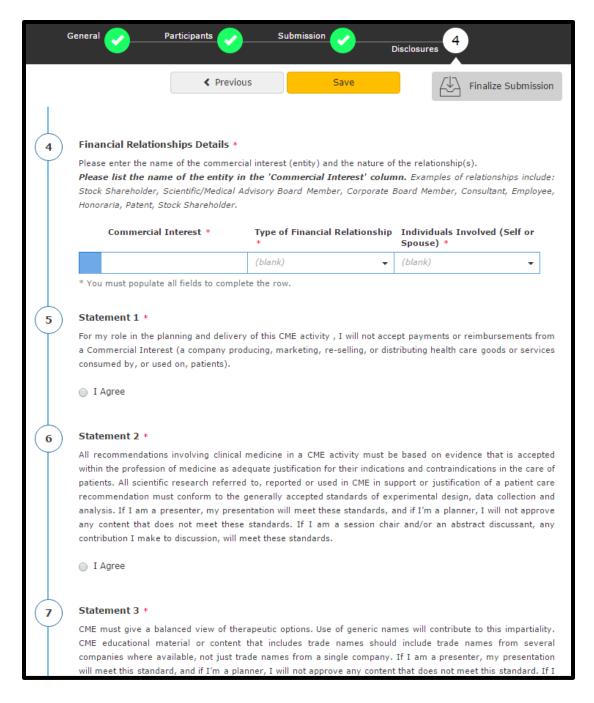
^{*} Once all tasks are completed on this page, the buttons on the left will turn green. Select "Save and Continue" towards the top of the screen to move on to the next step.

STEP 4: Disclosures

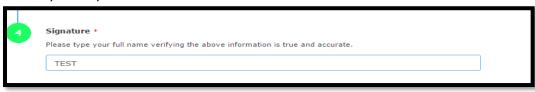
- 1. Task 1 (Disclosure): Select if you or your spouse has any financial relationships to disclose within the past 24 months.
- 2. Task 2 (Financial Relationships Details):
 - a. If you select "No, I have nothing to disclose" in Task 1, answer the attestation statements and then type your full name to 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 do have a financial relationship to disclose", to Task 1, enter the name of the commercial interest (s) and the nature of the relationship.



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.



STEP 5: ECIP Application

If you selected "Yes, include Award submission" on Step 1, the ECIP application questions will populate as Step 5 of the submission.

1. Task 1 (Documentation for Award Consideration): Please upload your CV/Resume in order to be considered for the Early Career Investigator Program.

- 2. Task 2 (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.
- 3. Task 3 (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.
- 4. Task 4: Indicate if you have received the ECIP Travel Award in the past four WCPG meetings.

^{*} Once all required fields have been submitted, all 4 Steps (5 Steps if ECIP application is included) 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.