

2022 World Congress of Psychiatric Genetics
Submission Instructions for Symposia Chairs
Submission Deadline: Wednesday, March 16, 2022

The Chair of the symposium must begin the submission to invite all other participants to be included in the session proposal by **Wednesday, March 16, 2022**.

To start your proposal, please follow the instructions below:

1. Visit the 2022 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”.
 - If you are a new submitter, 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 “Symposia” 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.

STEP 1: General

1. Task 1 (Submission Title): Enter your submission title.
 - 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 the orange “**Add Participants**” button at the top of the page to proceed to the next step.

Return to Dashboard Submit Symposia

General 1 Participants 2 Submission 3 Disclosures 4

Add Participants >

Submission Type
Symposia

1 **Submission Title ***
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.

200 of 200 characters remaining

2 **Topic ***
Select a topic that is applicable to your abstract submission.

STEP 2: Participants

Enter Participants

Sessions may have a maximum of 7 participants. Each submission must include: 1 chair, 1 co-chair, 4 presenters, and 1 formal discussant. The discussant cannot be one of the 4 speakers. The chair and co-chair may be a presenter on the panel in which case there will be 5 participants. **Note that an individual can only participate (includes all roles) in a maximum of two (2) symposia.**

General Participants **2** Submission Disclosures

[← Previous](#) [Save and Continue >](#)

Enter Participants

Sessions may have a maximum of 7 participants. Each submission must include: 1 chair, 1 co-chair, 4 speakers, and 1 formal discussant. The discussant cannot be one of the 4 speakers. The chair and co-chair may be a speaker on the panel in which case there will be 5 participants. An individual can only participate as chair in a maximum of two (2) symposia.

Note: If you change a submitter, you must email them by clicking the envelope icon to the right so that they can complete their tasks.

		Abstract Admin	Submission Status	Disclosure Status
Chair*	TEST TEST info@ispg.net remove	<input checked="" type="checkbox"/>	<input type="checkbox"/> Not Started	<input type="checkbox"/> Not Started
Co-chair*	<input type="text"/> <small>Search for participant</small> <small>Cannot find the participant? Add a new participant.</small>	<input type="checkbox"/>	<input type="checkbox"/> Not Started	<input type="checkbox"/> Not Started
Speaker*	<input type="text"/> <small>Search for participant</small> <small>Cannot find the participant? Add a new participant.</small>	<input type="checkbox"/>	<input type="checkbox"/> Not Started	<input type="checkbox"/> Not Started
Speaker*	<input type="text"/> <small>Search for participant</small> <small>Cannot find the participant? Add a new participant.</small>	<input type="checkbox"/>	<input type="checkbox"/> Not Started	<input type="checkbox"/> Not Started
Speaker*	<input type="text"/> <small>Search for participant</small> <small>Cannot find the participant? Add a new participant.</small>	<input type="checkbox"/>	<input type="checkbox"/> Not Started	<input type="checkbox"/> Not Started
Speaker*	<input type="text"/> <small>Search for participant</small> <small>Cannot find the participant? Add a new participant.</small>	<input type="checkbox"/>	<input type="checkbox"/> Not Started	<input type="checkbox"/> Not Started

1. Enter the names of the co-chair, participants and discussants in each box. If the individual is already in the ISPG database, the available profile(s) will display. **Please verify this email address is correct.** If their name does not populate, you will need to add their information by clicking “Add a new participant”.

Speaker*
Search for participant
Cannot find the participant? [Add a new participant.](#)

Not Started Not Started

2. Once your participants are entered, please select the orange “**Save and Continue**” button at the top of the page.
3. A pop-up box will appear, in order to move on to the next step you will need to select “Yes, Send Notification”. An email will be sent to all the participants listed in your proposal notifying them to log into the system and submit all required tasks. You can also send reminders by selecting the envelop icon next to the individual’s name.

Notify Participants ×

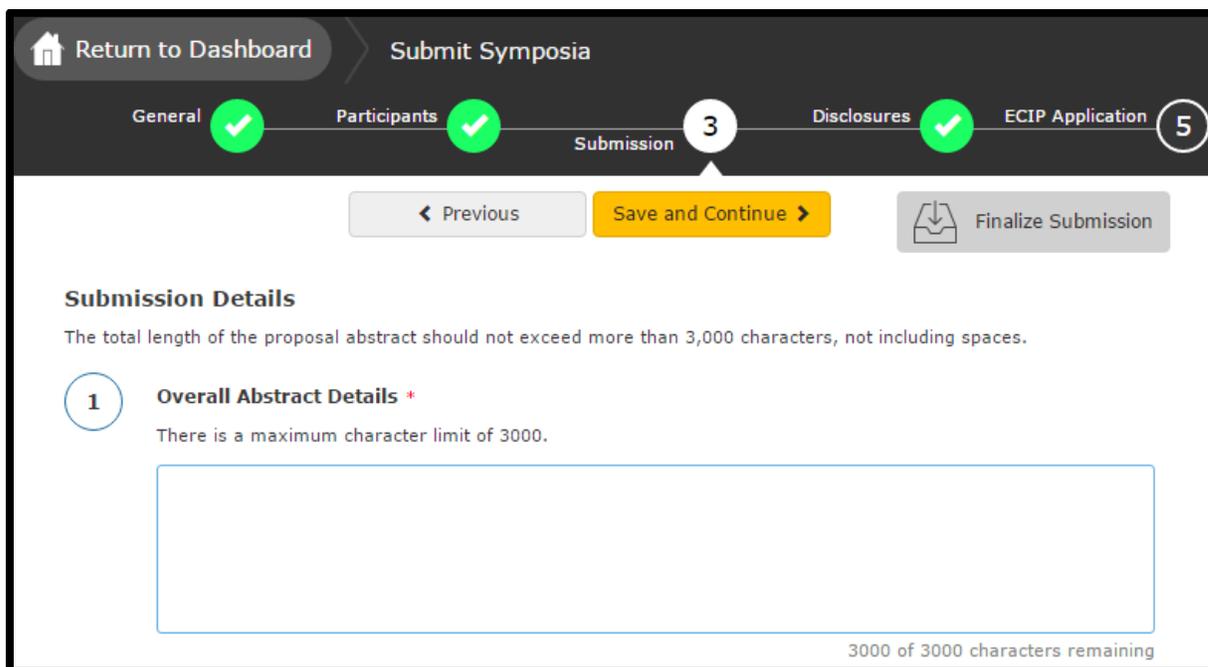
You must notify participants prior to entering submission information in Step 3. An email notification with a link to the abstract submission page will be sent to each participant. Do you wish to continue?

[No, Edit Participants](#) [Yes, Send Notification](#)

*Under this task, you will be able to view the status of your participant’s submission. A green check mark will appear over the paper icons once all tasks are completed. Please refer to this page when reviewing your participant’s submission status.

STEP 3: Submission

1. Task 1 (Overall Abstract Details): Enter the overall abstract details.
 - a. Maximum Character limit is 3,000

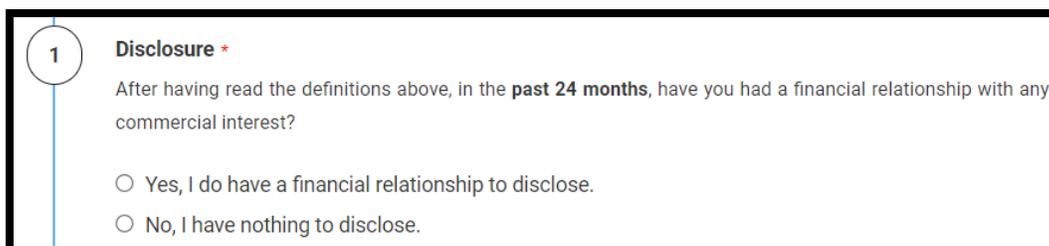


The screenshot shows the 'Submit Symposia' interface. At the top, there is a navigation bar with a 'Return to Dashboard' button and a progress indicator. The progress indicator shows five steps: 'General' (checked), 'Participants' (checked), 'Submission' (3), 'Disclosures' (checked), and 'ECIP Application' (5). Below the progress bar, there are three buttons: 'Previous', 'Save and Continue', and 'Finalize Submission'. The main content area is titled 'Submission Details' and contains a text input field for 'Overall Abstract Details'. The text input field has a placeholder text: 'The total length of the proposal abstract should not exceed more than 3,000 characters, not including spaces.' Below the input field, it says '3000 of 3000 characters remaining'.

2. Select the **“Save and Continue”** button at the top of the screen.

STEP 4: Disclosures

1. Task 1 (Disclosure): Select if you have 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.
***** Once all tasks are completed by all participants, you will need to log back into the submission portal and click the orange “Submit Abstract” button at the top of the page. You will receive an email notifying you that all participant submissions are complete.**



The screenshot shows the 'Disclosure' step (1) of the submission process. It contains a question: 'After having read the definitions above, in the **past 24 months**, have you had a financial relationship with any commercial interest?'. Below the question are two radio button options: 'Yes, I do have a financial relationship to disclose.' and 'No, I have nothing to disclose.'.

- b. If you select **“Yes, I 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.

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4 **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) *
<input type="text"/>	(blank) ▼	(blank) ▼

* You must populate all fields to complete the row.

5 **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

6 **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

7 **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.

****Once successfully submitted, you will receive a confirmation by email.**

****Once all tasks are completed by all participants, you will need to log back into the submission portal and click the orange “Submit Abstract” button at the top of the page.**