

**2023 World Congress of Psychiatric Genetics**  
Nomination Instructions for the Richard Todd Award  
Submission Deadline: Thursday, June 8, 2023

To submit your nomination, please follow the instructions below:

1. Visit the 2023 Abstract Submission Portal by going to: [ispg.societyconference.com](http://ispg.societyconference.com) and select “Log-In”.
2. Go to Submissions and select “Access My Dashboard”.
3. Select the large blue square “Submit ISPG Awards”.
4. Under “ISPG Awards Type” select “Richard Todd Award” in the drop-down menu. You will then be directed to the submission application.

\*You can nominate yourself or another individual. For more eligibility information, please see the [ISPG Honoric Awards Information](#).

**Steps for Submission:**

**Richard Todd Award Questions**

1. Task 1 (Nominee Information): Search for the ISPG member you are nominating for the award.
2. Task 2 (Scientific Work and Achievements): Write a brief (1,000 word max) description of the scientific work and achievements justifying why the proposed scientist is eligible for the Richard Todd Award.
3. Task 3 (Current CV): Upload a current 4-page CV that includes a full list of at least FIVE (5) publications and description.

The screenshot shows a web form for nominating a scientist. At the top right, there are two orange buttons: "Save Submission" and "Submit Richard Todd Award". A vertical line on the left side of the form is marked with three numbered circles (1, 2, 3) corresponding to the sections.   
Step 1: "Nominee Information" with a search box and the text "Search for person".   
Step 2: "Scientific Work and Achievements" with a large text area and a word count "1000 of 1000 words remaining".   
Step 3: "Current CV" with an "Upload" button and the text "max file size: 8 MB".

4. Once all requested information is complete, select the orange “Submit Richard Todd Award” button at the top of the page. You will receive an email notifying you that your submission was successful.