

**2017 World Congress of Psychiatric Genetics**  
Submission Instructions for Education Sessions Chairs  
Submission Deadline: Wednesday, April 26, 2017

To submit your abstract, please follow the instructions below:

1. Visit the 2017 Abstract Submission Portal by going to: [ispg.societyconference.com](http://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 “Education Day” in the drop down menu. You will then be directed to the submission application.

\*\*\* Character Limits: There is a limit of 2,400 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**

1. Task 1: Enter your proposal title.
  - a. Your title must be less than 200 characters.
  - b. Do not use all caps. Please use title case.

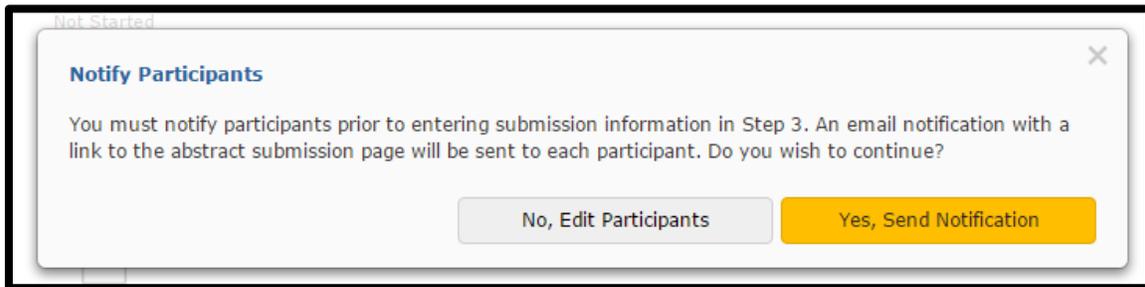
The screenshot shows a web interface for submitting an education session. At the top, there is a navigation bar with a home icon and the text 'Return to Dashboard' and 'Submit Education Session'. Below this is a progress indicator with four steps: 'General' (1), 'Participants' (2), 'Submission' (3), and 'Disclosures' (4). The 'General' step is currently active. A yellow button labeled 'Add Participants >' is located at the top right of the form area. The 'Submission Type' is set to 'Education Session' in a dropdown menu. Below this, there are two main sections: '1 Enter Title \*' with a text input field and a note that the title must be brief and clearly indicate the nature of the proposal; and '2 Topic \*' with a dropdown menu and a note to select an applicable topic or enter a category if none is available.

2. Task 2: Select your topic in the drop down menu provided.
3. Select the orange button at the top of the screen titled “**Save and Continue**”.

## STEP 2: Participants

Sessions may have a up to 5 participants. Each submission must include one chair. The chair can be a participant which will require an overall abstract and individual participant abstract.

1. As chair, please ensure your name and email address populates in the 1<sup>st</sup> participant field titled “Chair\*”. If you are not the chair, please log-out and contact that person to start the submission.
  1. Add your participants name in the “Presenter\*” text box. If the individual is already in the ISPG computer database, the computer will suggest an email address for them. **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”.
2. To add additional presenters, select “Add Participant” in the drop down box.
3. Once all participants have been added, select “Save and Continue” to proceed to the next step.
4. 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.



\*\*\* Under this task, you will be able to view the status of your participants’ submission. A green check mark will appear over the paper icons once all tasks are completed. Please refer to this page when reviewing your participants’ submission status. Once all tasks are completed by all participants, you will need to log back into the submission portal to submit the final submission.

## STEP 3: Submission

1. Task 1: Enter education session description.
2. Task 2: Enter the educational objective.
3. Task 3: Enter how much time is needed for the Education Day session.

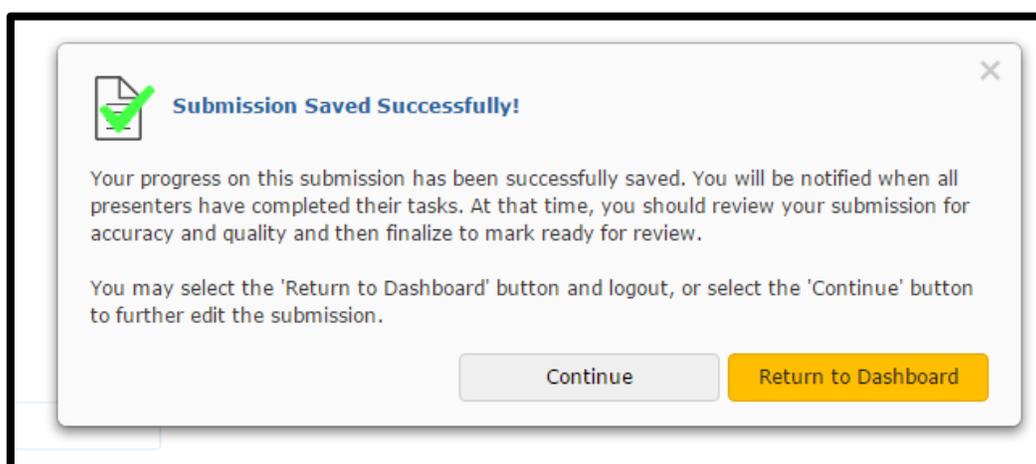
Once all tasks are complete, select the orange “**Save and Continue**” button at the top of the page.

## STEP 4: Disclosures

1. Task 1 (Roles): Select all roles you are a participant in for the meeting.
2. Task 2 (Other): Add any other roles you participate in for the meeting that is not noted in Task 1. If you are not involved in any other roles, input “None” in the text field.

The screenshot shows a web interface for submitting an education session. At the top, there is a navigation bar with a 'Return to Dashboard' button and the title 'Submit Education Session'. Below this is a progress indicator with four steps: 'General' (checked), 'Participants' (checked), 'Submission' (3), and 'Disclosures' (checked). The 'Disclosures' step is currently active. Below the progress bar are three buttons: 'Previous' (disabled), 'Save' (highlighted in orange), and 'Finalize Submission' (disabled). A yellow note box states: 'Note: You have full disclosures on file. These disclosures have been copied below. Any updates will be reflected in your other submissions.' The main content area is titled 'Disclosures' and contains two sections. Section 1, 'Role(s)', asks the user to indicate their role(s) in the meeting and lists five options with checked checkboxes: 'Board of Director', 'Chair/Co-Chair/Moderator', 'Program Committee', 'Speaker/Presenter', and 'Other'. Section 2, 'Other', asks the user to indicate their role and includes a text input field.

3. Task 3: Select if you or your spouse has any financial relationships to disclose within the past 12 months.
4. Task 4:
  - a. If you select **“No, I have nothing to disclose”** in Task 3, type your full name to verify the information you provided is accurate. Select **“Save”** at the top of the page. You will receive a pop-up notification letting you know that you will be notified once all presenters have completed their tasks. **Once all presenters have completed their submission, you will need to review for accuracy and complete the submission by selecting the “Submit Abstract” button at the top of the page.**



- b. If you select **“Yes, I (or my spouse/partner) do have commercial interest to disclose”**, to Task 3, enter the name of the commercial interest and the nature of the relationship. You will need to complete the statement questions in Tasks 5 – 11.

← Previous
Save
Finalize Submission

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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) *
	(blank)	(blank)

\* You must populate all fields to complete the row.

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**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

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**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.

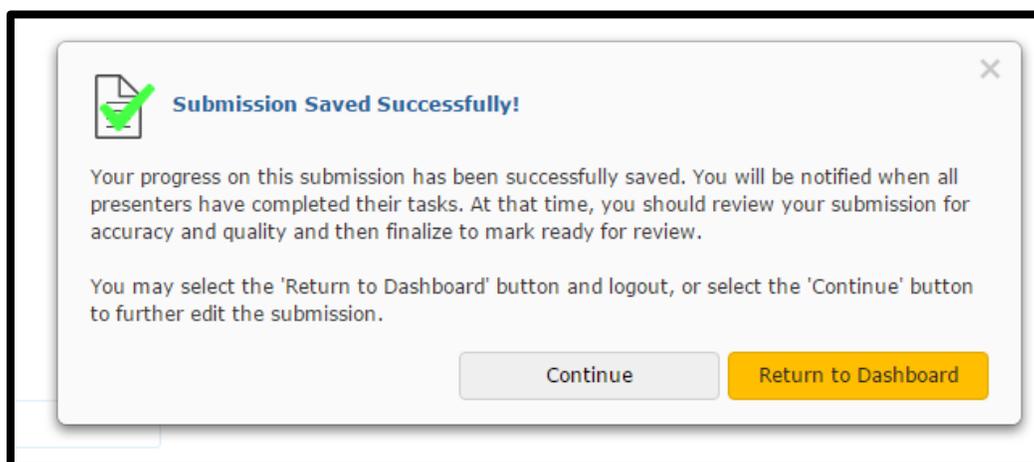
I Agree

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**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 am a session chair and/or an abstract discussant, any contribution I make to discussion, will meet this standard.

5. Task 12: Type your full name to verify the information you provided is accurate. Select “**Save**” at the top of the page. You will receive a pop-up notification letting you know that you will be notified once all presenters have completed their tasks. **Once all presenters have completed their submission, you will need to review for accuracy and complete the submission by selecting the “Submit Abstract” button at the top of the page.**



\* As a reminder, 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.