2017 World Congress of Psychiatric Genetics
Submission Instructions for Symposia Chairs
Submission Deadline: Wednesday, April 19, 2017

The Chair of the symposia must begin the submission to invite all other participants to be included in the session proposal.

To submit your proposal, please follow the instructions below:

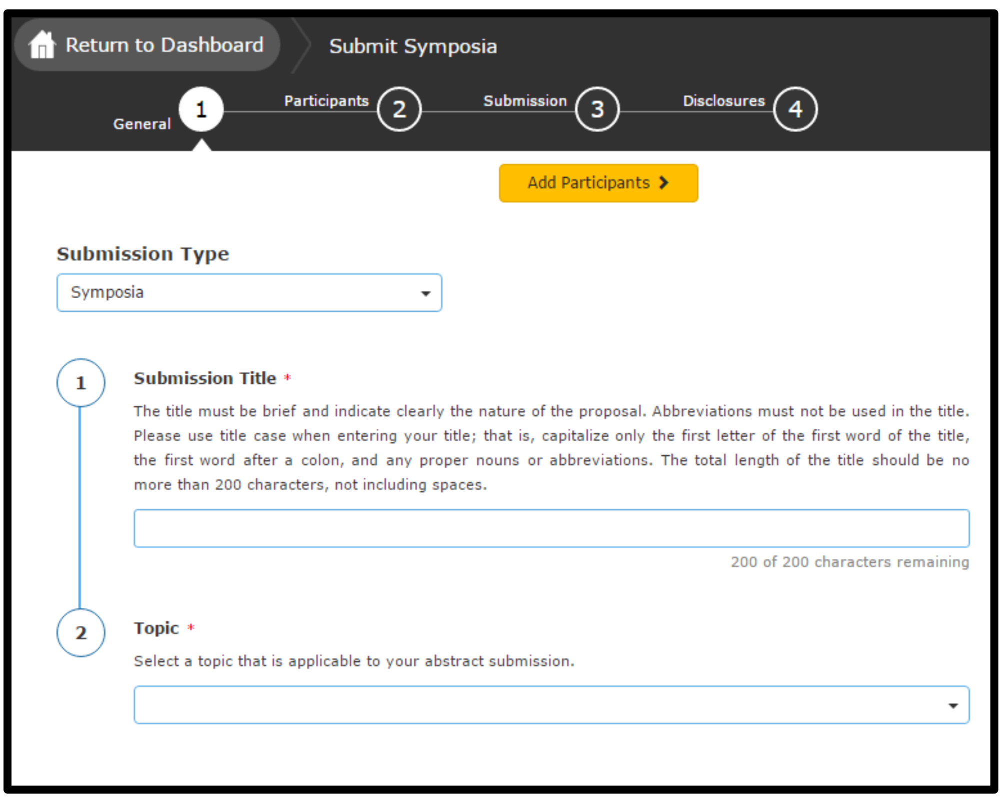
1. Visit the 2017 Abstract Submission Portal by going to: ispg.societyconference.com.
2. Select "Log In".
3. If you are a current member of ISPG, or have attended the World Congress in previous years, your account is stored within our system. If you do not know your login information, please select "Forgot your password".
4. If you are a 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 "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.

Steps for Submission:

STEP 1: General

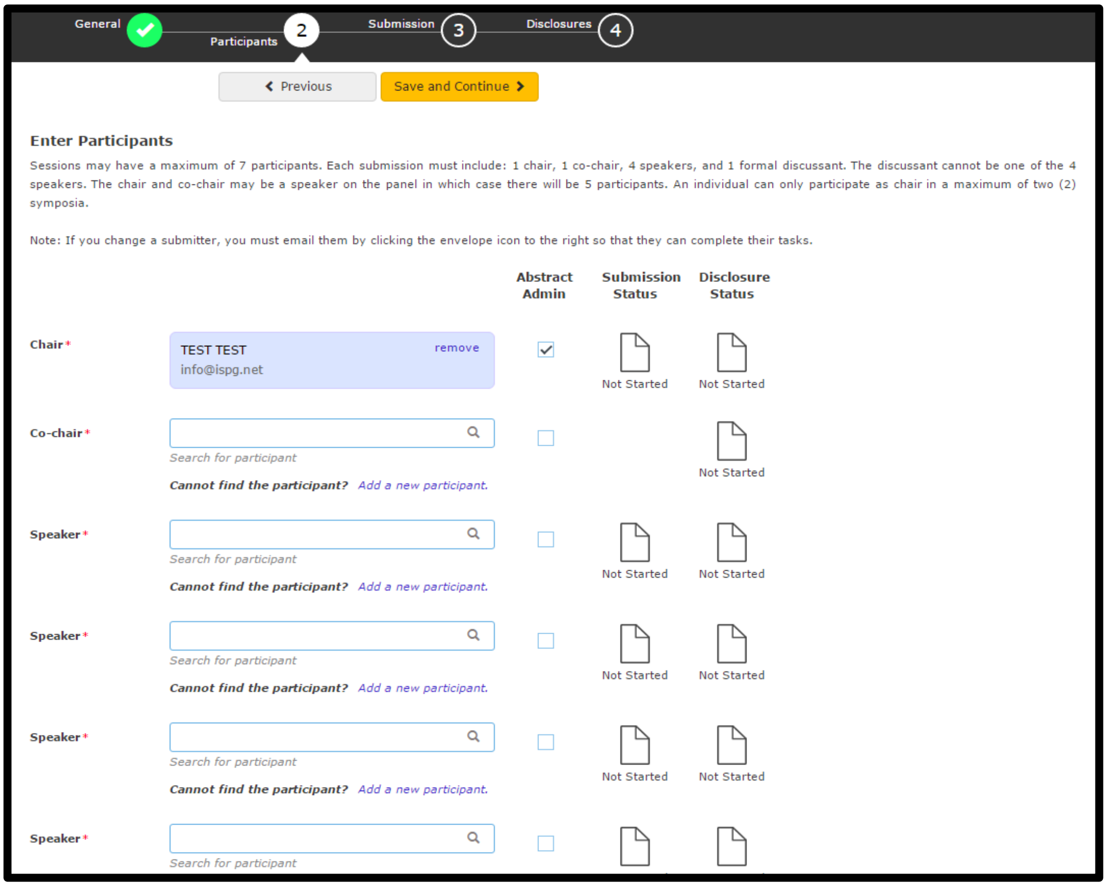
1. Task 1 (Submission Title): Enter your submission title.
    a. Your title must be less than 200 characters.
    b. Do not use all caps. Please use title case.
2. Task 2: Select your topic in the drop down menu provided.
3. Select the orange "**Add Participants**" button at the top of the page to proceed to the next step.



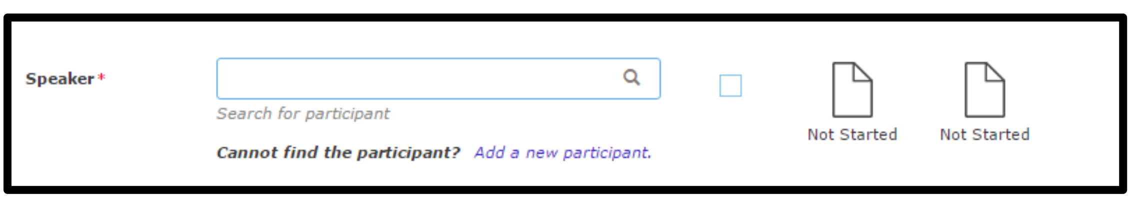
STEP 2: Participants

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 as chair in a maximum of two (2) symposia.**

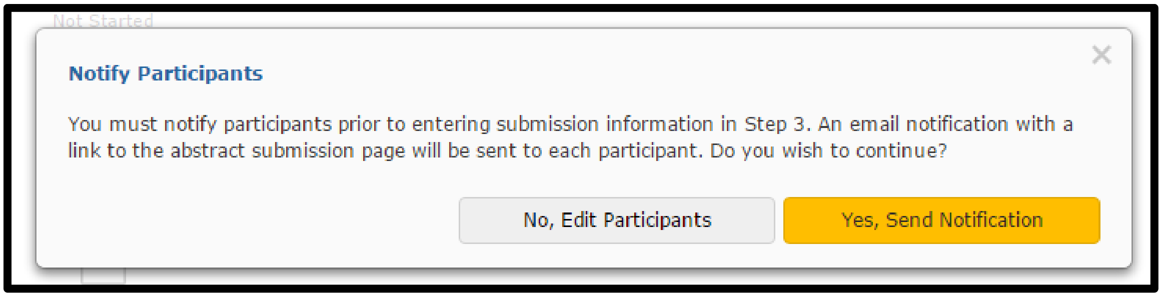


1. Enter the names of the co-chair, participants and discussants in the text box. If the individual is already in the ISPG computer database, the computer will suggest an email address for them. **Please verify this email address is correct.** If their name does not populate, you will need to add their information by clicking "Add a new participant".



2. Once your participants are entered, please select the orange "**Save and Continue"** button at the top of the pay.

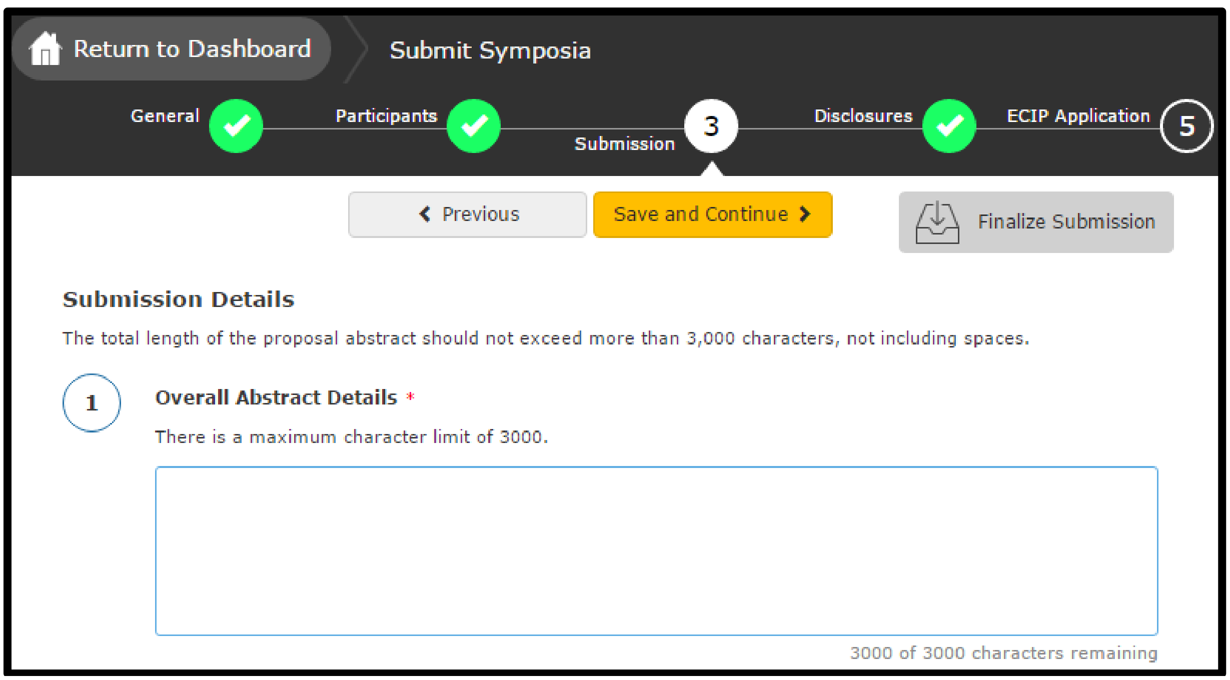
3. A pop up box will appear, in order to move on to the next step you will need to select "Yes, Send Notification". An email will be sent to all the participants listed in your proposal notifying them to log into the system and submit all required tasks. You can also send reminders by selecting the envelop icon next to the individual's name.



*** 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

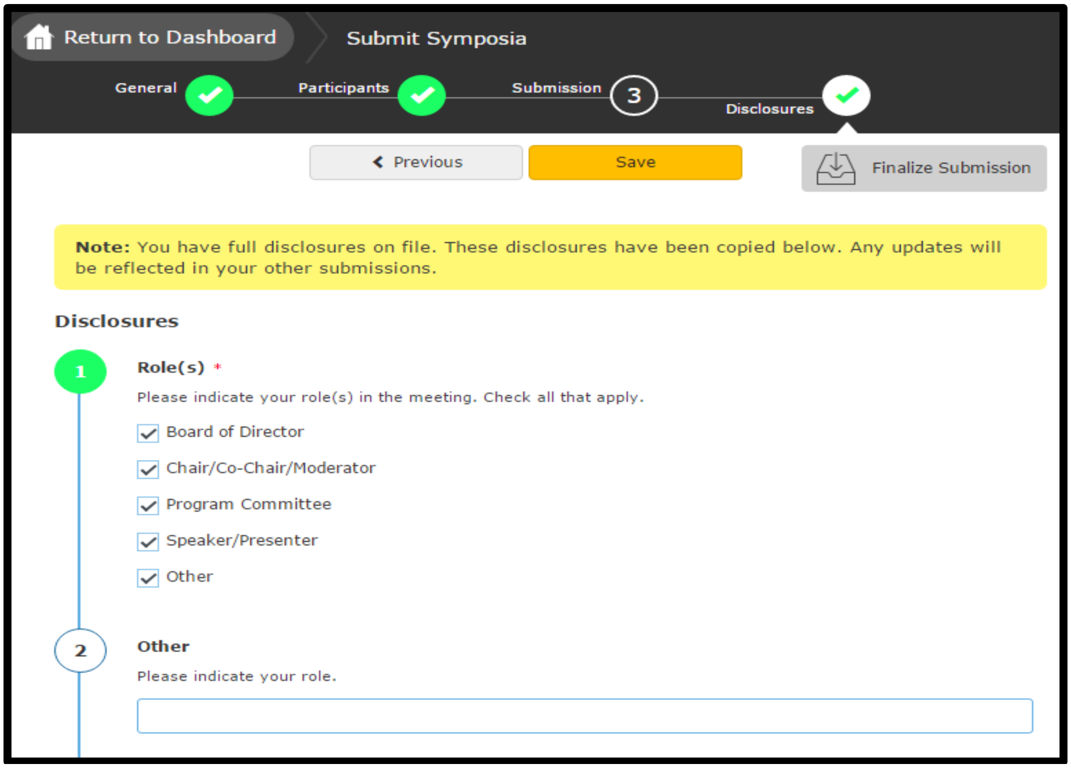
1. Task 1 (Overall Abstract Details): Enter the overall abstract details.
    a. Maximum Character limit is 3,000.00



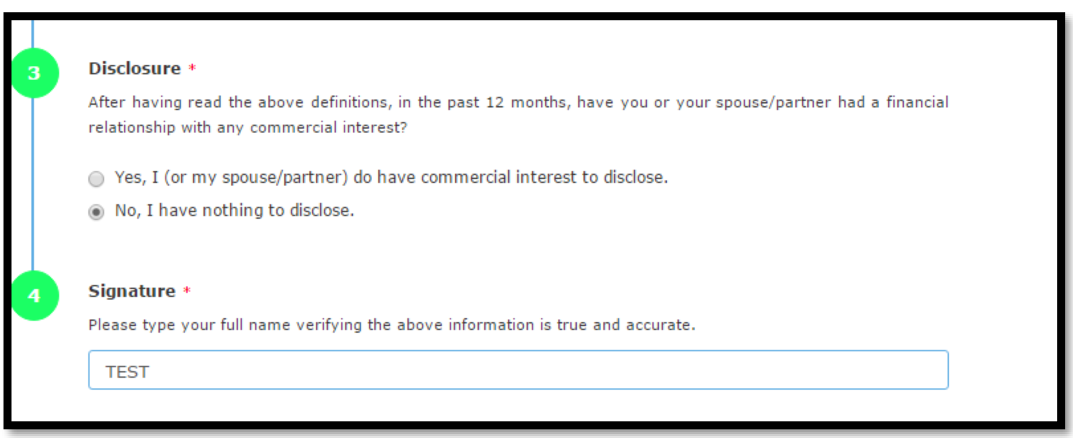
2. Select the "**Save and Continue"** button at the top of the screen.

STEP 4: Disclosures

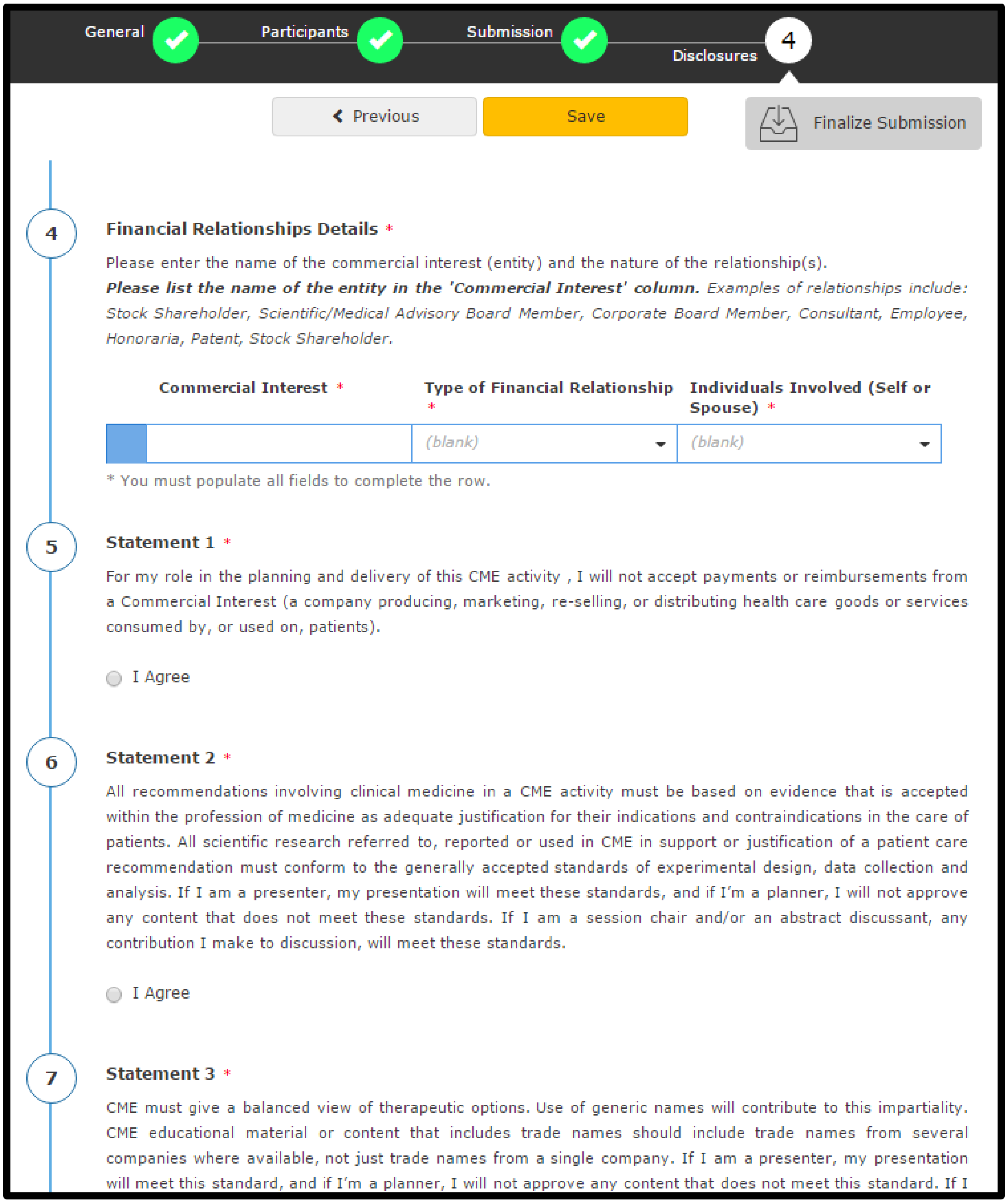
1. Task 1 (Roles): Select all roles you are a participant in for the meeting.
2. Task 2 (Other): Add any other roles you participate in for the meeting that is not noted in Task 1. If you are not involved in any other roles, input "None" in the text field.



3. Task 3 (Disclosure): Select if you or your spouse has any financial relationships to disclose within the past 12 months.
4. Task 4 (Financial Relationships Details):
   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 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.**



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 (s) and the nature of the relationship. You will need to complete the statement questions in Tasks 5 – 11.


General Participants Submission Disclosures 4

Previous Save Finalize Submission

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.

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

5. Task 12: 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.**