

2017 World Congress of Psychiatric Genetics
Submission Instructions for Poster, Oral and ECIP Submissions
Submission Deadline: Monday, Monday, June 12, 2017

To submit your abstract, 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 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 “Poster/Oral Presentation” 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

If you would like to submit this abstract for an ECIP Travel Award, select “Yes”. 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 questions, 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, you will skip this step.

The screenshot displays the 'Submit Poster / Oral Presentation' interface. At the top, there are navigation tabs: 'Return to Dashboard', 'Submit Poster / Oral Presentation', and a progress indicator with four steps: 'General' (1), 'Participants' (2), 'Submission' (3), and 'Disclosures' (4). Below the tabs is a yellow 'Add Participants >' button. The 'Submission Type' dropdown menu is set to 'Poster / Oral Presentation'. A yellow highlighted section titled 'ECIP Application *' contains the text: 'An early career investigator (ECIP) 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. In order to be part of the program, applicants will be evaluated based on the following: Quality of submitted abstract, CV, Personal Statement, and Letter of support by your immediate supervisor. Would you like to apply for an ECIP award with this abstract? Please note, only one award application can exist per applicant.' Below this text are two radio buttons: 'Yes, include award submission' (selected) and 'No, do not include award submission'. The 'Submission Title *' section includes instructions: '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. DO NOT USE ALL CAPS.' Below the instructions is a text input field with a character count of '200 of 200 characters remaining'. The 'Topic *' section has the instruction 'Select the abstract submission topic.' and a dropdown menu.

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.

- Task 2: Select your topic in the drop down menu provided.
- Select **"Add Participants"** to proceed to the next step.

STEP 2: Participants

- 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.
- Please select **"Save and Continue"** to proceed to the next step.

STEP 3: Submission

- 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.

The screenshot displays a web interface for the submission process. At the top, a progress bar shows four steps: 'General' (checked), 'Submission' (current step, circled with '2'), 'Disclosures' (checked), and 'ECIP Application' (circled with '4'). Below the progress bar, navigation buttons include '< Previous', 'Save and Continue >', and 'Submit Abstract' (with a document icon). The main content area is titled 'Submission Details' and includes the instruction: 'Your entire abstract must be 3,000 characters or less.' A vertical progress indicator on the left marks three tasks: '1 Presentation Type *', '2 Background *', and '3 Methods *'. The 'Presentation Type' section has three radio button options: 'Poster Only', 'Oral Only', and 'Poster and Oral'. The 'Background' section features a large text input field with a '1000 of 1000 characters remaining' indicator. The 'Methods' section also has a large text input field.

- Task 2 (Background): Enter the background for your abstract.
- Task 3 (Method): Enter the methods for your abstract.
- Task 4 (Results): Enter the results for your abstract.
- Task 5 (Discussion): Enter the Discussion for your abstract.
- Task 6 (Co-Authors): Add your co-authors in which they will appear in the abstract publication.
 - There is a limit of 15 co-authors.
 - Co-authors are not required.

1000 of 1000 characters remaining

5 Discussion *

1000 of 1000 characters remaining

6 Co-Authors

List your co-authors for this presentation (limit of 15).

Search for co-authors to be added. If co-author is not found, then enter directly in the table below.

Search for co-author

| Order | Presenter | First Name * | Last Name * | Affiliation * | E-mail * | |
|-------|-----------------------|--------------|-------------|---------------|----------|---------------------------------------|
| 1 | <input type="radio"/> | Sample | Sample | Sample | Sample | <input type="button" value="remove"/> |
| | | | | | | |

* You must populate First Name, Last Name, Affiliation, E-mail to complete the row.

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 Group B, Group C and Group D qualify for the Hugh Grueling Award. Please reference the World Bank Countries link on the submission site for country listings.

7 Hugh Gurling Award *

The Hugh Gurling Award will be based on the best oral presentation or poster submitted at the World Congress of Psychiatric Genetics by an eligible investigator. Eligible investigators are defined as those who are from a **non-Group A World Bank country, and who reside in such a country at the time of the meeting**. The winner will be honored by a certificate from the Society, and the resulting manuscript, once submitted to the journal and passing peer review, will be featured in the journal under the byline **Hugh Gurling Memorial Award Paper**.

Are you located in one of the eligible World Bank Countries?

Yes

No

8 Hugh Gurling Award - Eligibility *

Would you like to be considered for the Hugh Gurling Memorial Award? [Click here](#) for more information on this award.

Yes

No

8. Task 8 (Hugh Grueling Award – Eligibility): This task will populate **only** 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.
9. 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 2017 World Congress.

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

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

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 2017 World Congress. Are you an early career investigator?

Yes
 No

10 **I am interested in being considered for the Oral Presentation Award or Poster Presentation Award. ***

Only one abstract submission can exist per applicant.

Yes
 No

* 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 (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 there are no other roles you are a participant in, type “None” in the text box.

Return to Dashboard Submit Poster / Oral Presentation

General Participants Submission Disclosures

[← Previous](#) [Save](#) [Submit Abstract](#) 2982 of 3000 overall characters remaining

Note: You have full disclosures on file. These disclosures have been copied below. Any updates will be reflected in your other submissions.

Disclosures

1 **Role(s) ***

Please indicate your role(s) in the meeting. Check all that apply.

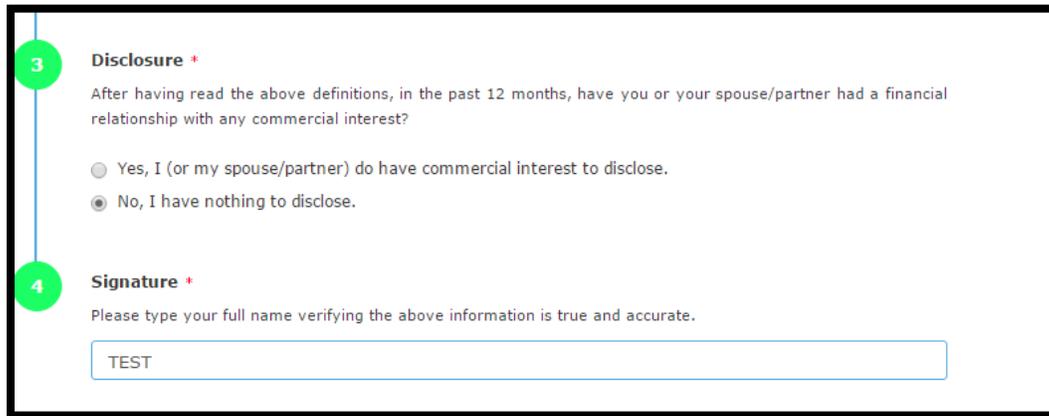
Board of Director
 Chair/Co-Chair/Moderator
 Program Committee
 Speaker/Presenter
 Other

2 **Other**

Please indicate your role.

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

4. Task 4:
- If you select **“No, I have nothing to disclose”** in Task 3, type your full name to verify the information you provided is accurate. At this point, you will be able to submit your abstract if you are not applying for an ECIP Travel Award by pressing the orange **“Submit Abstract”** button at the top of the screen. If you are applying for an ECIP Travel Award, scroll to the bottom of this page for additional instructions.



The screenshot shows a web form with two sections. The first section, labeled '3 Disclosure *', asks: 'After having read the above definitions, in the past 12 months, have you or your spouse/partner had a financial relationship with any commercial interest?'. It has two radio button options: 'Yes, I (or my spouse/partner) do have commercial interest to disclose.' and 'No, I have nothing to disclose.' The second section, labeled '4 Signature *', asks: 'Please type your full name verifying the above information is true and accurate.' and contains a text input field with the text 'TEST'.

- 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.
5. Task 12: Type your full name to verify the information you provided is accurate. Once all tasks are completed on this page, you will be able to submit your abstract if you are not applying for an ECIP Travel Award by pressing the orange **“Submit Abstract”** button at the top of the screen. If you are applying for an ECIP Travel Award, scroll to the bottom of this page for additional instructions.

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

ECIP Travel Awardee Applicants

If you selected “Yes, include award submission” to the ECIP Application question in “STEP 1: General”, the top of your screen will have an extra step, “STEP 5: ECIP Application”. Please see below the ECIP applications instructions that must be completed prior to finalizing the abstract submission and ECIP application.

STEP 5: ECIP Application

Award Questions

- Task 1 (Documentation for Award Consideration): Upload your CV/Resume.
- 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.
- 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.
- Task 4: Select “Yes” if you have received an WCPG ECIP Travel Award within the last four meetings. Select “No” if you have not received the award within the last four meetings.

Return to Dashboard Submit Poster / Oral Presentation

General Participants Submission **3** Disclosures ECIP Application **5**

[← Previous](#) [Save](#) [Submit Abstract](#) 3000

Award Questions

- 1 Documentation for Award Consideration ***

Please upload your CV/Resume in order to be considered for the Early Career Investigator Program.

[Upload](#) ⓘ
max file size: 8 MB
- 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.

[Upload](#) ⓘ
max file size: 8 MB
- 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.

[Upload](#) ⓘ
max file size: 8 MB
- 4 I have received an award within the last 4 meetings. ***

Yes
 No

* Once all required fields have been submitted, all 5 tasks 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.