INSTRUCTIONS FOR COMPLETING THE ONLINE ABSTRACT FORM –
Symposium or Workshop

OVERVIEW

The 36th International Conference on Pharmacoepidemiology and Therapeutic Risk Management (ICPE 2020) is an exceptional forum for the presentation and exchange of scientific information from the fields of pharmacoepidemiology and therapeutic risk management among those in the pharmaceutical industry, government, academia, service providers, regulators, consulting firms, health insurers, and contract research organizations. The meeting is acknowledged widely as the preeminent global conference on pharmacoepidemiology and therapeutic risk management. The 35 Years of Real-World Evidence Science agenda will be a combination of invited lectures, submitted research abstracts, posters, symposia and workshops - together representing the current state of practice and knowledge in these dynamic disciplines. ICPE 2020 will be held at the Estrel Hotel and Congress Center, August 26-30, 2020.

Please visit the ISPE website (www.pharmacoepi.org) for information about the ICPE 2020, scholarships, hotels, and registration as it becomes available.

INVITATION TO PRESENT YOUR RESEARCH

The International Society for Pharmacoepidemiology (ISPE) is an international professional society dedicated to advancing the health of the public by providing a forum for the open exchange of scientific information and for the development of policy, education, and advocacy for the field of pharmacoepidemiology, including such areas as real world evidence, pharmacovigilance, drug utilization research, comparative effectiveness research, and therapeutic risk management.

You are invited to submit an abstract(s) for presentation at the ICPE 2020. Abstracts will be accepted for an oral/poster presentation or for a symposium/workshop. Abstracts are encouraged on research consistent with ISPE Special Interest Groups (SIGs): Adherence, AsPEN, Benefit Risk Assessment, Communication and Evaluation (BRACE), Biologics and Biosimilars, Cancer, Comparative Effectiveness Research (CER), Databases, Digital Epidemiology, Drug-Drug Interaction, Drug Utilization / Health Services Research, Genomics & Precision Medicine, Geriatric

Pharmacoepidemiology, Medical Devices, Medications in Pregnancy & Lactation (MiPaL), Pediatrics, Rare Disease, Vaccines.

Results that have been published (except in abstract form) either on-line ahead of print, or in printed version before January 1, 2020 are <u>not</u> eligible for submission. Results that have been presented at meetings of other scientific societies are eligible for presentation, provided they have not been published (except in abstract form) either on-line ahead of print, or in printed version before January 1, 2020. All abstracts accepted will be published online in *Pharmacoepidemiology and Drug Safety*, ISPE's official journal.

A. GUIDE FOR CONTRIBUTED WORKSHOP OR SYMPOSIUM

Workshops and Symposia are 90-minute sessions on specific topics organized by the presenter.

> **Workshop**: A workshop is a small interactive training session addressing a specific topic. It is intended to teach the attendee either through examples or through highly interactive discussion. It would be rare to present new study findings in a workshop unless the study uncovered some new methodology, data source, or technique that itself is the focus of the training. Seating will be on a "first-come, first-served" basis. The author must state how the workshop will be interactive and how attendees could participate in the session.

> **Symposium**: A symposium is an intellectually and content focused presentation(s) or consensus generating discussion on a well-defined subject. The intent is to provide the attendee with a concentrated exposure to a topic without necessarily presenting new data or study findings. Unlike the workshop, a symposium usually is presented in the more classical style of presentation and open debate/questions or consensus discussion.

Proposal / Abstract Body Format: Please use the following headings when proposing a Workshop or Symposium.

- **Background**: One or two sentences that describe the importance or relevance of the topic.
- **Objectives**: The main objectives of the workshop or symposium should be explicitly stated (e.g., "To review analytic techniques for the analysis of intermittent exposures."). There should also be a statement regarding who would benefit by attending (e.g., 'Researchers involved or wanting additional expertise in the analysis of large claims datasets.')
- **Description**: A clear description of the workshop and symposium.

*WORKSHOP ONLY: On the Questionnaire page, state how the workshop will be interactive and how attendees could participate in the session.

Additional Notes:

1. ISPE will assign rooms according to the type of presentation indicated.

2. All moderators and panelists **<u>must</u>** register to attend the ICPE.

B. BALANCED PERSPECTIVES:

Organizers of symposia or workshops are strongly encouraged to seek a fair balance and a reasonable representation of all views on a topic. The organizer/presenting author should provide as much detail as possible including the names and organizations/institutions of panelists/faculty on the abstract submission. The organizer/presenting author is responsible to notify the Chair, Scientific Program Committee and ISPE Office of any change in the panel/participants. The Chair, Scientific Program Committee, must approve any change to the panel/participants after the abstract/proposal is accepted. The Chair will respond directly to the organizer/ presenting author.

C. CONFIRMATION OF PANELISTS

The submitter must indicate whether each panelist has been informed of the abstract submission and has agreed to participate in the session if accepted. Potential panelists also should be informed that their participation will be limited to no more than three (3) accepted symposia and workshops at the ICPE 20120.

D.DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

At the time of the presentation all presenters must disclose financial and any other interests of each author that may pose a conflict of interest or the appearance of a conflict of interest. A sample disclosure side/form will be posted on the ICPE 2020 home page.

E. REVIEWING/REGISTRATION

All abstracts will be evaluated and graded by members of the Core Committee of the Scientific Program Committee (approximately 30 ISPE members) and volunteers from the general membership of ISPE. Reviewers are asked to abstain from reviewing abstracts for which they know or believe to have a potential conflict of interest. Grading is on a scale of 1 to 10, with 1 being 'best' and 10 being 'worst. The Core Committee of the ISPE Scientific Program Committee will then discuss the submissions for symposia and workshops and select those for presentation at ICPE 2020. Selection is based on score, topic and time constraints of the program. ICPE 2020 has space for 25 total symposia and workshops presentations (that is five concurrent sessions each with a total of five symposia or workshops).

ISPE will send two email notifications: [1] a general letter of acceptance or non-acceptance will be emailed in April; and [2] a second letter with specific session details will be sent after the agenda is set (anticipate receipt by mid-June). **All accepted symposia or workshop panelists, presenters, and moderators must register to attend the ICPE 2020.**

Presenters not registered by the Early Bird Deadline will be removed from the Final Program. Presenters are responsible for making their travel arrangements and paying their travel and lodging expenses.

Additional information is available in Appendix D of the Abstract Processing Procedures document available by clicking HERE.

F. SCHOLARSHIPS - Deadline March 2, 2020

A limited number of scholarships will be available to assist with attendance at the ICPE 2020. Scholarships may be used for registration, lodging, and travel to the conference. Researchers from developing countries, those in genuine financial need, and students who otherwise would be unable to attend ICPE are invited to apply form. Scholarship applications can be found on the ISPE website (www.pharmacoepi.org). **SUBMISSION DEADLINE: March 2, 2020**. ISPE will notify applicants by email in May 2019. Please be aware that the scholarship submission, review and award process is independent from the abstract review and acceptance process. You must submit a scholarship application if you would like to be considered for scholarship assistance.

G. SPONSORSHIPS, EXHIBITS & ACADEMIC SHOWCASE

ISPE offers organizations, institutions, and academic programs opportunities to support the conference while sharing their products and services with conference attendees. A conference Support Opportunities & Scientific Exhibitions Prospectus is posted on the ISPE website at www.pharmacoepi.org or you may call the ISPE office (301-718-6500) for more information.

H. GENERAL MEETING INFORMATION

Meeting, hotel, registration and travel information will be posted on the ISPE website, www.pharmacoepi.org. This information will be updated over the coming months.
Contact the ISPE office (ISPE@pharmacoepi.org or 301-718-6500) if you have questions.

ONLINE SUBMISSION NOTES
- You can log off at any time and return to continue your Symposium or Workshop proposal / abstract submission any time prior to the submission deadline.
- All proposals/abstracts must be completed by the submission deadline. Any abstract that has an "Incomplete" status will not be included in the review process nor included in the program for the meeting.
- Verify that your abstract is correct and complete by clicking "Review My Work" on the submission site. Please review your abstract submission to ensure the information is complete and accurate. Once the submission site closes, **no further edits will be allowed.**
- If you give your ISPE member username and password to another person, they will have access to edit all abstracts you have submitted for review/consideration.
- **If you submit an abstract on behalf of an author, only you will have access to edit the submission until the deadline date.**
- All notifications are sent to the organizing/presenting author.
- The character count for the abstract is 2,350 characters (spaces are not counted). This includes characters in the following: Abstract Title and Abstract Body, and also includes the following required headers, Background, Objectives and Description.
- An application session will timeout after 2 hours.

NO Late-breaker Abstracts will be accepted.
Abstract Submission Deadline: Wednesday, February 12, 2020, 11:59PM, CST.