



## INSTRUCTIONS FOR COMPLETING THE ONLINE ABSTRACT FORM – SYMPOSIUM

### INVITATION TO PRESENT YOUR RESEARCH

The International Society for Pharmacoepidemiology (ISPE) Africa Regional Interest Group (AfRIG) is a member of ISPE and established in May 2018.

You are invited to submit an abstract(s) for presentation at the AfRIG 2026 live conference in Accra, Ghana. Abstracts will be accepted for an oral/poster presentation or for a symposium/workshop.

### A. GUIDE FOR CONTRIBUTED SYMPOSIUM

A symposium is an intellectually 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.

The ISPE AfRIG conference will feature 60 minutes-symposia sessions on topics submitted by presenters.

**Proposal Body Format:** Please use the following headings when proposing a Symposium.

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

### **Additional Notes:**

1. Rooms will be assigned according to the type of presentation indicated.
2. All moderators and panelists **must** register to attend the ISPE AfRIG conference by February 28, 2026.

### **B. BALANCED PERSPECTIVES:**

Organizers of symposia are strongly encouraged to seek a fair balance and a reasonable representation of all views on a topic. Varied geographic representation across Africa is strongly encouraged. 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 Chair of the conference planning committee must approve of any changes to the panel/participants after the 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.**

### **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 slide/form will be posted on the conference webpage.

For the proposal submission, **the body of the abstract must not exceed 300 words**, disclosure of **funding source** and of any **significant and directly relevant conflicts of interest** for the topic of the abstract are required by the submitting author. This disclosure applies to all authors of the abstract and will be made available to the abstract reviewers. The declaration should be **concise (<100 words)** and **not allow identification of authors**.

### **E. REVIEWING/REGISTRATION**

All abstracts will be evaluated and graded by members of the Abstracts Committee of the Scientific Program Committee and volunteers from the general membership of ISPE AfRIG and MURIA. 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 Abstracts Committee of the Scientific Program Committee will then discuss the submissions for symposia and workshops and select those for presentation at AfRIG 2026. Selection is based on score, topic, and time constraints of the program.

ISPE AfRIG will send two email notifications: [1] a general letter of acceptance or non-acceptance will be emailed in February; and [2] a second letter with specific session details will be sent after

the agenda is set (anticipate receipt by mid-March). **All accepted symposia or workshop panelists, presenters, and moderators must register to attend the AfRIG 2026.**

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