CALL FOR POSTER ABSTRACTS

AAPS seeks poster abstract submissions that present data-driven, novel research in the pharmaceutical sciences.

aaps PharmSci 360

PRECLINICAL DEVELOPMENT

BIOMOLECULAR and **CHEMICAL**

BIOANALYTICS

BIOMOLECULAR and **CHEMICAL**

CLINICAL PHARMACOLOGY

BIOMOLECULAR and **CHEMICAL**

MANUFACTURING AND BIOPROCESSING

BIOMOLECULAR and **CHEMICAL**

FORMULATION AND QUALITY

BIOMOLECULAR and **CHEMICAL**

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POLICY

By submitting an abstract for presentation at AAPS PharmSci 360, you agree to abide by the conditions and policies provided below, as well as the decisions of the Abstract Screening Committee and AAPS staff.

Direct questions about this policy to abstracts@aaps.org.

Permissions/Clearances

It is the responsibility of the author(s) to obtain the necessary permissions and clearances for all research before submitting an abstract. AAPS assumes no liability or responsibility for the publication of any material that is submitted.

Use of the AAPS logo in any abstract submission or poster presentation is STRICTLY PROHIBITED.

Registration Requirement for Publication and Scheduling

The presenting author is required to attend the meeting to present the poster. If the presenting author is unable to attend the meeting, the coauthor is required to assume the responsibilities of the presenting author, and present the poster.

The presenting author is required to register either as a full-conference, one-day, exhibitor, or exhibit-hall-only attendee for the meeting by the presenting author deadline, or AAPS will withdraw the abstract/poster. Withdrawn abstracts/posters will not be published online or presented during the meeting.

Exhibitors who are presenting authors must complete their registrations by the presenting author deadline even if they are using an exhibitor registration provided by their employer.

Posters Must Include the Abstract Verbatim

Posters that are uploaded for presentation must include the accepted abstract verbatim, including all methods used and data resulting from the research. The title of the poster must match, verbatim, the title of the accepted abstract.

Omitting data from a poster presentation that was included in the submitted abstract is unethical. Authors and organizations violating these requirements will be subject to penalties including withdrawal of their paper and their being barred from submitting to any future AAPS meeting.

Abstracts must be submitted to the submission website by 5:00 pm EDT on the indicated deadline date. Abstracts submitted after this deadline or by different means will be rejected without review.

Data supporting the conclusion of the abstract must be developed prior to submission. Abstracts stating that data will be developed between the time of submission and the time of the meeting will be rejected without review.

IMPORTANT DATES

EARLY POSTER ABSTRACT SUBMISSIONS
March 1 – May 15, 2019

MAR

FRIDAY, MARCH 1
Early Submissions – site opens

WEDNESDAY, MAY 15 AT 5 PM EDT
DEADLINE: Abstract
submission site closes

WEDNESDAY, MAY 15 AT 5 PM EDT
Travelship and Abstract Based
Awards Application Deadline

MAY

WEEK OF JUNE 24
Abstract Status notifications sent

JUN

WEDNESDAY, JULY 24
DEADLINE: Poster Presenting
Author Registration

JUL

WEEK OF AUGUST 19
Notification of presentation schedule/
poster number (early submissions)

TUESDAY, AUGUST 27
Poster uploading begins – early
accepted/scheduled abstracts/posters

AUG

WEDNESDAY, OCTOBER 9
Last Day to Cancel Registration

FRIDAY, OCTOBER 18
Deadline for all poster uploads

OCT

LATE BREAKING ABSTRACT (LBA) SUBMISSIONS
June 26 – August 28, 2019

JUN

WEDNESDAY, JUNE 26
Late Breaking Submissions – site opens

AUG

WEDNESDAY, AUGUST 21 5 PM EDT
DEADLINE: Abstract
submission site closes

WEEK OF SEPTEMBER 8
Abstract Status notifications sent

WEDNESDAY, SEPTEMBER 18
DEADLINE: LBA Poster Presenting
Author Registration

SEP

WEEK OF SEPTEMBER 23
Notification of presentation
schedule/poster number
(LBA submissions)

WEDNESDAY, SEPTEMBER 25
LBA Poster Uploading begins

OCT

WEDNESDAY, OCTOBER 9
Last Day to Cancel Registration

FRIDAY, OCTOBER 18
Deadline for all poster uploads

All dates on this page subject to change.

ABSTRACT FORMAT

Abstracts must contain the following elements:

- **DATA,** including all research information, charts and graphs. AAPS rejects any abstract that is not based on data.

- **TITLE** (Headline style) (200-character limit)

- **AUTHORS** (new—limit of 13 authors)

- **AFFILIATIONS** (1 affiliation per author)

- **PURPOSE**

- **METHODS**

- **RESULTS**

- **CONCLUSIONS** (Include references as last part of Conclusion section)

- **IMAGES** (jpg format)

- **ABSTRACT LENGTH AND IMAGES**
  a. Abstracts may contain as many as 800 words.
  b. 1 to 3 images in jpg format may be included.

DO NOT INCLUDE acknowledgements or funding information in the abstract. This information may be included in the poster.

Acceptance Criteria

Acceptance of the abstract for presentation will be based on the concise, accurate presentation of new data. It is imperative that data is presented in the results section so that AAPS scientist screeners can judge the scientific value of your abstract. Include all research information, data, charts, and graphs in your submission so that it can be screened in its entirety. Abstracts will be reviewed and scored based on the following:

- Is the CONCLUSION of the research data driven?
- How EXCITING/NOVEL will viewers find this research?
- How well does the RESEARCH incrementally advance its field?
- How well does the author's selected strategy for evaluating the HYPOTHESIS suit the project?

Rejections

AAPS reviews each abstract to ensure it is qualified for consideration. Abstracts that do not meet the requirement outlined above are rejected. Causes for rejection include:

- Lack of data
- Commerciality
- Inconsistent or ambiguous data
- Reviews of literature
- Lack of novelty or innovation
- Stating that data or information will be included in the poster presentation
- Including previously published information in your research without referencing the information in the abstract submission
- Failure to follow format guidelines (Purpose, Methods, Results, and Conclusion)
- Failure to submit one strong abstract instead of several abstracts presenting the same work. The submission of multiple abstracts covering the same or similar work is discouraged and may be rejected by the committee.

TOP 3 REASONS
Abstracts Are Rejected

Each year, AAPS rejects a few dozen abstracts — many "without review," which means the abstracts were not qualified for consideration and were never shown to a panel of scientific screeners.

HERE ARE THE TOP 3 REASONS THIS HAPPENS:

1 The abstract did not contain any data. AAPS will not accept an abstract that is not based on data that has already been developed.

2 The abstract is too commercial. AAPS welcomes the research conducted by any scientist, but it does not permit sales pitches.

3 The abstract does not follow the formatting and guidelines outlined in this document.

Encore Presentations
AAPS accepts encore presentations, which are research or posters that have been presented elsewhere. However, all abstracts must be approved by a team of AAPS scientific screeners, regardless of presentation elsewhere.

Abstract Revisions
- Revisions can be made at any time **before the poster abstract submission deadline** listed under Important Dates.
- If you revise your abstract submission, you must be sure to save your changes. Failure to complete all the steps will result in an incomplete submission and your abstract will not be sent to the Screening Committee. Revisions cannot be made after the poster abstract submission deadline.
- Author names and affiliation or company names will be published as submitted. Be sure you have the correct and current author information.
- Proofread, spell-check, and make sure all authors are listed on your abstract before submitting as the abstracts will be displayed exactly as they appear at the time of submission.

Notification of Receipt and Verification of Submission
- You will receive an immediate email confirmation of completion when you have successfully submitted the abstract. This notification only confirms receipt of your submission and is not a notification of acceptance.
- If you do not receive an immediate email confirmation, your submission is not complete. You will need to return to the submission site to complete the submission process.
- If you return to the submission site to review or make changes to your abstract for any reason, you must complete all submission steps again in order to be sure your abstract is successfully submitted.

APPLY FOR A TRAVELSHIP
When You Submit Your Abstract!
Each year, AAPS offers thousands of dollars in travelships to help bring the best science to PharmSci 360!

Travelships are awarded based on best screening scores to qualified student and postdoc authors.

Visit **www.aaps.org/pharmsci/travelships** for more information.

Use GOOGLE'S CHROME BROWSER to submit your abstract.
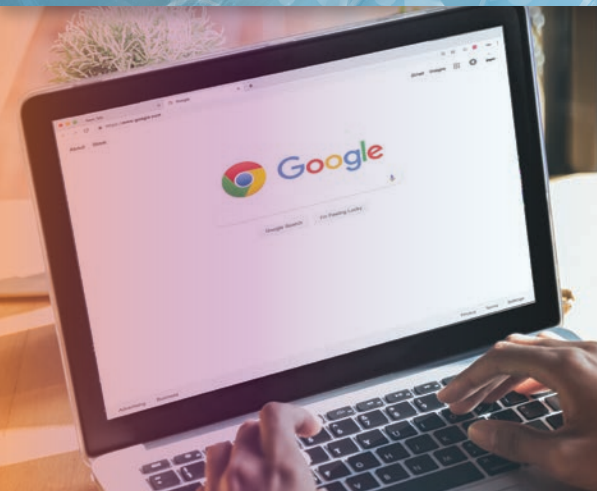
The submission site is not compatible with Microsoft Edge/Internet Explorer or some other browsers.

The submission system can be accessed at Submission Site.

To ensure receipt of all abstract-related correspondence, add the following addresses to your contact list:

support@conferenceabstracts.com
abstracts@aaps.org
appeals@aaps.org
scorecard@cadmiumcd.com
homricht@aaps.org
posters@aaps.org

SCREENING PROCESS

QUALIFIED ABSTRACTS ARE REVIEWED by a blind panel of at least 3 scientists who score each abstract based on these QUESTIONS:

1 Is the **CONCLUSION** of the research data driven?

2 How **EXCITING/NOVEL** will viewers find this research?

3 How well does the **RESEARCH** incrementally advance its field?

4 How well does the author's selected strategy for evaluating the **HYPOTHESIS** suit the project?

Authors of accepted abstracts and posters will abide by the decisions and instructions of AAPS. In the event that authors fail to follow AAPS' policies and instructions, their abstract(s) and/or poster(s) will be removed from AAPS' electronic and in-person displays. Authors may also have their acceptance rescinded and, in extreme cases, may see themselves and the organizations they represent barred from future meetings.

Notification of Acceptance/Rejection

Notification and other correspondence will be sent to the submitting author only.

Appeals

Appeals based on proposed additions or changes to an abstract or poster that has already been submitted will be rejected without consideration by AAPS as these changes constitute a new abstract or poster.

To appeal the rejection or withdrawal of an abstract or poster, the submitting author must email the following to appeals@aaps.org within 5 business days of AAPS issuing the rejection:

1. Email Subject Line: Appeal and the Abstract Submission ID Number
2. Abstract title
3. Contact information for the submitter
4. Statement explaining on what grounds the author feels AAPS should reverse its decision

Appeals submitted by someone other than the author, or by any means other than stated above, do not constitute an appeal and will be rejected without review.

Upon receiving a request for an appeal, the AAPS Screening Committee Chair will seat a Review Committee of three members.

The Review Committee will:

1. Consider the policies and requirements for abstracts and posters as described in AAPS' materials
2. Review the abstract or poster as submitted
3. Review the reasoning behind the rejection
4. Review the argument advanced by the submitting author

The Review Committee will not consider any proposed changes to the abstract as submitted.

The final decision will be communicated to the author by email within 5 business days of receipt of the appeal.

Registration Requirement

If selected for presentation, authors presenting posters must:

- Register as a full-conference, one-day, exhibitor, or exhibit-hall-only attendee for the 2019 AAPS PharmSci 360 by midnight EDT, on the presenting author registration deadline listed under Important Dates.
- Present the poster in person at the time and location scheduled by AAPS.
- The posters of authors who fail to register by the deadline, or who fail to present at the scheduled time, will be withdrawn from AAPS' web-based and in-person catalog of posters.
- Co-authors may present in place of the presenting author if notification is made to AAPS at abstracts@aaps.org. The presenting co-author must have completed registration before the change in presenting author can be made.
- Authors working in an exhibitor's booth may register as an exhibitor, but their registration must be completed by midnight EDT, on the presenting author registration deadline indicated under Important Dates above.

AAPS will not change the presentation schedule to accommodate a presenting author's personal schedule.

Change in Presenting Author

If there is a change in presenting author after the final submission deadline, the submitting author must contact AAPS at abstracts@aaps.org and include the Submission ID Number as well as the name and email address of the new presenting author. The new presenting author must be a coauthor on the originally submitted abstract. No other authors will be added after the submission deadline.

Poster Schedule

- AAPS will notify presenting authors of the scheduled day, time, location, and assigned poster number by email by the date indicated under Important Dates.
- If you do not receive notification at that time, contact AAPS at abstracts@aaps.org for an update on the scheduling of your abstract.
- Notifications will be sent only to the submitting author.
- AAPS will not change the presentation schedule to accommodate a presenting author's personal schedule.

Cancellation Policy and Substitution

- All requests for refunds and/or substitutions must be submitted in writing and emailed to AAPS@experient-inc.com.
- If you cancel your registration on/before October 9, 2019, you will be refunded your registration fee minus an administration fee of $100 for members/non-members, or $50 for students/post docs.
- No refunds will be given for "no shows" or for cancellations received on or after October 10, 2019.
- Refunds will be credited back to the original credit card used for payment. If paid by check, a refund check will be issued to the original payer within 30 days.
- Substitutions from the same company may be submitted in writing at any time without penalty. If the membership status of the substitute differs from that of the original registrant, a refund or additional charge at the current rate may apply.
- Membership cancellation requests must be sent in writing by email to membership@aaps.org or faxed to +1-703-243-9329 within 30 days of the membership start date. AAPS membership is non-transferable and this offer is not valid if you have taken advantage of discount member pricing during your current membership term.

Abstract/Poster Withdrawal

The submitting author may withdraw their abstract or poster at any time.

To withdraw, send written notification to abstracts@aaps.org, and include:

1. Submission ID Number (Assigned Poster Number if withdrawing after Poster Schedule is issued)
2. Abstract title
3. Names of authors
4. Contact information for the submitter

AAPS will acknowledge all withdrawal notifications by email.

Withdrawal is not complete until AAPS issues notification of withdrawal to the submitting author.

POSTER REQUIREMENTS

All posters are presented in a digital format. No paper posters are allowed.

1
Authors must format their posters using one of the three PowerPoint templates AAPS will provide. Templates include instructions and format policies that must be adhered to in order to have a poster accepted for presentation.

2
The poster title must match the accepted abstract word-for-word/ verbatim. No edits or changes are permitted.

3
The poster must describe all the methods used and data generated by the research. Omitting data from a poster that was described in the abstract is an ethical violation that may result in the poster being removed and the author, and the organization represented by the author, being barred from future meetings.

4
Authors of accepted abstracts and posters will abide by the decisions and instructions of AAPS. In the event that authors fail to follow AAPS' policies and instructions, their posters will be removed from AAPS' electronic and in-person displays. Authors may also have their acceptance rescinded and, in extreme cases, may see themselves, and the organizations they represent, barred from future meetings.

5
Posters must be uploaded by October 18, 2019. AAPS recommends uploading posters as soon as they are complete. All posters are reviewed prior to display by AAPS to ensure proper formatting.

AWARDS—ABSTRACT/POSTER BASED

Best Abstract Award

AAPS selects the best abstracts from hundreds of submissions for display at PharmSci 360 each year! The Best Abstract Award brings attention to the most exciting research to be found in the posters, based on abstracts that are submitted and screened before the event.

The highest ranked abstracts, as determined by screeners during AAPS' blind abstract screening process that have been authored by qualified candidates, are automatically forwarded for consideration to the AAPS Awards Committee. Candidates are not required to complete an application form. Presenting authors must meet the following requirements:

- Must be an AAPS member at time of poster submission
- Must be the single lead author of the abstract

- Abstract must be ranked by screeners in the top 10% of abstracts for one of the following groups:
  - Graduate students
  - Postdoctoral candidates
  - Young academic scientists with fewer than 3 years in academia
  - Young industrial scientists with fewer than 3 years in industry
  - AAPS member who does not meet the criteria for one of the above categories

Awardees will receive an award ribbon and recognition in the form of signs or other visuals in the Solution Center (Exhibit Hall) directing attention to the winning posters (abstracts) during the meeting.

FREQUENTLY ASKED QUESTIONS

Q: Do I have to be a member of AAPS to submit an abstract?

A: No. Membership is not required.

Q: Can a paper previously presented be submitted?

A: Encore presentations are acceptable and do not need to be referenced as an Encore presentation.

Q: Who owns the copyright on the abstract and poster?

A: The author(s)* maintains copyright of the abstract and poster, including all proprietary rights other than copyrights, such as patent rights.

* **The submitting author is responsible for all authors knowing that their names appear on the abstract.**

Q: How will AAPS use my abstract?

A: If the abstract is accepted for poster presentation at the conference, the abstract will be displayed on the conference website/mobile app before, during, and after the meeting for a limited amount of time; in the Poster Cafe during the conference; and in a Proceedings document to be published after the conference.

Q: How will AAPS use my poster?

A: If your abstract is accepted for poster presentation at the conference, your poster, which will include the abstract text plus other relevant information and graphics, will be available for display during the author(s) presentation period and throughout the Conference via all digital poster monitors.

Q: Will my poster be on the app or in the Proceedings?

A: Only your abstract will appear in the conference website/mobile app; your poster will not appear there. Your poster will only be in the Proceedings document if you give AAPS permission to include it.

Q: Who can record my poster presentation?

A: Poster presentations cannot be audio or video recorded in the exhibit hall without prior permission from AAPS. AAPS has partnered with a recording consultant to help scientists make and distribute professional recordings. Contact AAPS' Business Development Team at BurnsE@aaps.org for more information.

Q: Is a presentation at AAPS a publication or a presentation at the meeting?

A: A presentation at an AAPS meeting can be considered both a publication and a presentation.

Q: I am an international attendee waiting on a visa. What if I do not receive my visa by the presenting author registration deadline?

A: International attendees waiting on their visas should register for the meeting by the presenting author registration deadline. With a valid registration, your abstract will be scheduled for poster presentation. When you receive your visa, your registration can be updated for the Full Conference by contacting aaps@experient-inc.com. If you do not receive your visa, you will receive a full refund of registration fees. Membership fees are not refundable after 30 days of purchase.