

VISION 2020

ANNUAL
MEETING

MARCH 17-21, 2020, MARRIOTT MARQUIS, HOUSTON, TX



121st ANNUAL MEETING CALL FOR PROPOSALS

AMERICAN SOCIETY FOR CLINICAL
PHARMACOLOGY AND THERAPEUTICS

President: David Y. Mitchell, PhD

Scientific Program Committee Chair: Daniele Ouellet, PhD

SUBMISSION DEADLINE

THURSDAY

JUNE 6, 2019

4:00 PM ET

CONNECT WITH US



American Society for
Clinical Pharmacology
& Therapeutics

For guidelines and to submit a proposal, visit www.ascpt.org

THE AMERICAN SOCIETY FOR CLINICAL PHARMACOLOGY AND THERAPEUTICS (ASCPT)

invites members to submit proposals for Design Your Own Session, Symposia, Workshops/Roundtables, Novel Formats, or Science at Sunrise sessions to be presented at the ASCPT 2020 Annual Meeting in Houston, Texas.

This exclusive opportunity to contribute to the scientific content of the Annual Meeting is only available to ASCPT members.

Consistent with the Society's Strategic Plan, proposals that include early career scientists as active Co-Chairs and/or Speakers as well as proposals that include patients or patient advocates will be favorably reviewed by the Scientific Program Committee. The SPC encourages cross community proposals. Proposals that are developed by multiple Networks and/or multiple Communities will receive increased attention from the SPC.

Session Design

- ▮ Sessions at the ASCPT Annual Meeting should be designed to attract an audience of 250-300 attendees. Topics that appeal to a niche population of the ASCPT membership are unlikely to be accepted, and may be better suited for an ASCPT webinar or other educational opportunity.
- ▮ Ensure that your session title clearly and accurately communicates the content of the session, will generate interest among attendees, and is reflective of speaker talks.
- ▮ Clearly differentiate the talks within the session.
- ▮ Describe the session flow and plans for operationalizing the details of the session.
- ▮ Avoid submission proposals for sessions that are similar to sessions presented at recent ASCPT Annual Meetings. Focus on new, novel, and unique elements and presentation styles that will excite attendees.
- ▮ When appropriate, consider including perspectives from multiple stakeholders.

Design Your Own Session, Symposia, Workshops/Roundtables, Novel Formats, and Science at Sunrise Session Requirements

Session proposals should span the Discovery, Development, Regulation, and Utilization (DDRU) continuum to fit within the 2020 Annual Meeting theme of "Vision 2020" which encompasses our vision for the future of clinical pharmacology and translational medicine given the evolution of treatment modalities, advances in data tools (digital health/machine learning), study designs and model informed drug development.

Session budgets cannot be exceeded unless the session Chair has secured additional outside funding.

TOPIC

FORMAT

SPEAKERS

TIMING

BUDGET (for non-member speakers)

Budget

The session budgets cover travel reimbursement for non-member speakers. ASCPT members are not eligible for travel reimbursement.

ASCPT will verify membership status of all chairs and speakers. For speaker reimbursement purposes, speakers' membership status as of the speaker roster confirmation deadline for all accepted proposals, Friday, September 6, 2019, will be the cut-off date. For instance, if a non-member speaker becomes an ASCPT member prior to Friday, September 6, 2019, the speaker will be considered as a member for reimbursement purposes.

All sessions with at least one non-member speaker are required to submit a plan at the time of submission that outlines how the budget will be allocated and, if necessary, how additional funding will be secured to cover costs over the budget.

Please note that 65% of any external funds raised will be allocated to supplement the existing support for the session, and 35% will be considered indirect costs.

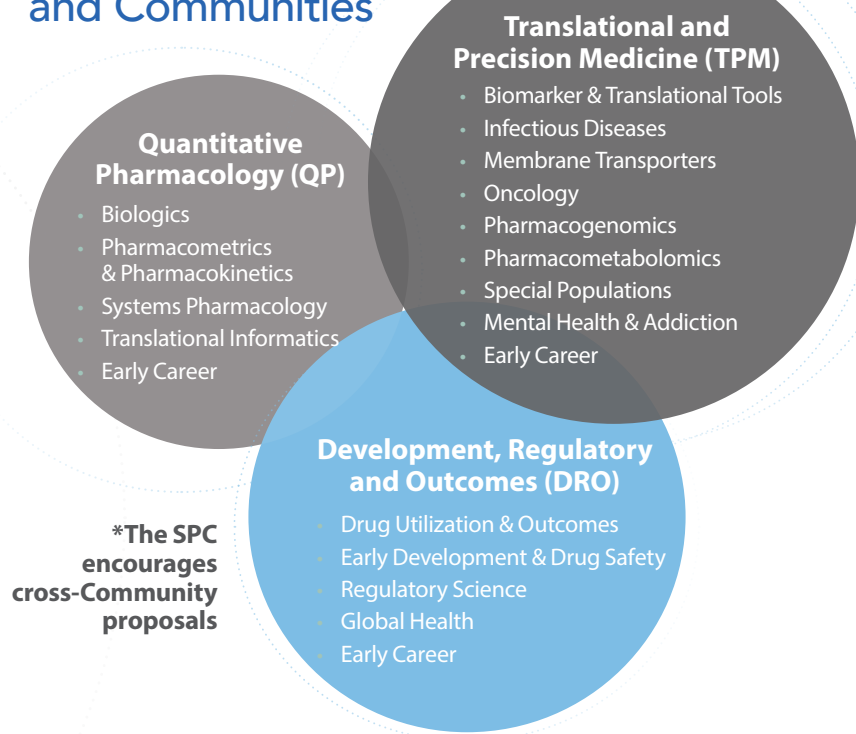
Session chairs should send all appeals for additional funding directly to ASCPT. Please forward any paperwork to the ASCPT office for action; do not enter into written or verbal agreement on ASCPT's behalf at any time. Sharon J. Swan, FASAE, CAE, the Society's Chief Executive Officer, is the authorized signatory for agreements between ASCPT and outside entities for funding.

All contributions should be made payable to ASCPT and be sent to the Society's office. Please work with ASCPT staff to ensure the session receives the financial support and that the donor receives appropriate recognition from ASCPT.

Scientific or programming questions related to session proposal development can be directed to the Network or Community Chair that is most pertinent to the subject. Operational issues can be directed to Elise Laffman-Johnson, Chief Operating Officer, at elise@ascpt.org, or Diana Tsuji, Education Manager, at diana@ascpt.org.

DESIGN YOUR OWN SESSION	SYMPOSIA	WORKSHOP/ ROUNDTABLE	NOVEL FORMAT	SCIENCE AT SUNRISE
Interactive discussion on topics related to the conference theme or issue within the field.	Large, broad topics with wide appeal suitable for lecture format	Narrowly focused content on emerging topics of significant scientific and/or policy interests that are suitable for interactive discussions.	Emerging topics of significant scientific and/or policy interests that are suitable for interactive discussions	Broad or narrow; must teach participants a new skill or knowledge that can be applied to research in clinical pharmacology or translational medicine
Informal gatherings to discuss a specific topic without a pre-planned agenda. Proposals must include a specific description on how session time will be used. Example: an open space session on a cutting-edge or evolving scientific topic.	Lecture style, may include question and answer session	Interactive discussion led by 1-2 moderators; case studies; small group discussion; short lectures with question and answer session	Interactive formats such as flash talks, crowdsourcing, and other innovative session types. An overview of how the session is novel must be provided.	Discussion group; didactic format
1-2 moderators	Maximum of four speakers to cover topic thoroughly	Maximum of three speakers to allow time for interactivity	Two to three panelists; presentations less than 10 minutes to allow interactivity	One to three speakers
60-90 minutes	2 hours	90 minutes	90 minutes	60-90 minutes
\$2,000	\$5,000	\$3,000	\$3,000	\$3,000

Networks and Communities



The Network/Community Review Process

The ASCPT Networks and Communities will review and prioritize all proposal submissions for consideration by the SPC. Prioritized submissions will be competitively peer-reviewed and selected by the SPC.

Proposal Submission and Review

All proposals must be submitted via the ASCPT online submission system. Session proposals that are incomplete, lack sufficient detail, or do not adhere to the guidelines will not be reviewed.

The SPC reserves the right to revise session proposals as necessary to achieve the goal of a well-rounded, educational program for the Annual Meeting.

2019 ANNUAL MEETING DEADLINES

SESSION PROPOSAL SUBMISSIONS
Thursday, June 6, 2019, 4:00 PM ET

SCIENTIFIC AWARDS NOMINATIONS
Thursday, July 11, 2019, 4:00 PM ET

ABSTRACT SUBMISSION
Thursday, September 5, 2019, 4:00 PM ET

LATE-BREAKING & ENCORE ABSTRACT SUBMISSION
Thursday, November 14, 2019, 4:00 PM ET

SUBMISSION REQUIREMENTS

To be eligible for review, all Design Your Own Session, Symposia, Workshop/Roundtable, Novel Format and Science at Sunrise proposals must include:

- ▶ **Session title**
- ▶ **Chairperson(s)'s contact information**
- ▶ **Learning objectives**
- ▶ **Scientific importance/background**
- ▶ **Indication of one ASCPT Community that is most pertinent to the subject**
- ▶ **Indication of Discovery, Development, Regulation, an Utilization (DDRU) Continuum that is most relevant to the subject**
- ▶ **Proposed session format and preliminary description of session**
- ▶ **Speakers' names, titles, contact information, membership status, brief description of presentation, and completion of Conflict of Interest Statements**
- ▶ **Audio/Visual needs****
- ▶ **Plan for budget allocation (If proposal includes one or more non-member speakers. See budget guidelines)**

** For each scientific session, ASCPT will provide one LCD screen with a projector, one laptop (PC), a podium with microphone, and head table for the chairs and speakers. ASCPT will consider providing additional audio/visual support on a case-by-case basis based on budget. A full description of additional needs must be included in the proposal to be considered. Requests made after submission or acceptance will not be considered.

SUBMISSION GUIDELINES

In the interest of attaining a diverse, well-rounded, educational program for the Annual Meeting, proposals must adhere to the following guidelines:

Multiple submissions are permitted; however, a chair may only chair or co-chair one session for the Annual Meeting.

If more than one proposal is accepted by the SPC, the SPC will work with the chairs to identify suitable alternative chairs or co-chairs as appropriate.

One co-chair and one speaker may be from the same institution; however, more than one speaker from the same institution within a session is not permitted.

In general, speakers may only participate in one session as a speaker for the Annual Meeting. If a speaker is identified on the speaker roster of two or more proposals accepted by the SPC, the SPC will work with the chairs of the proposals to identify suitable alternative speaker(s).

A chair may serve as a speaker. If so, he/she should be identified on the proposed speaker roster and a non-speaking co-chair is required. If a proposal includes co-chairs, the co-chairs must be from different institutions.

The submitter is responsible for any edits to their submission and must finalize the submission by the **Thursday, June 6, 2019, 4:00 PM ET** submission deadline.

Chair Responsibilities

Both Chairs must be members of ASCPT at the time of submission and, if the session is accepted, at the time of presentation at the Meeting. Trainee/student members must work in partnership with a full member as co-chair. If your proposal includes co-chairs, both co-chairs must be actively involved in an administrative capacity, "honorary co-chair" appointments are not permitted.

If a proposal is accepted, the chair(s) is responsible for final confirmation of the speaker roster, communicating session goals and expectations to all speakers, and working with ASCPT staff to ensure all speaker requirements are met. Onsite roles include starting and ending the session on time, speaker introductions, managing presentation times, and coordination of the question and answer portion of the session, as well as advising ASCPT of any post-SPC acceptance changes to the program.

Joint Programming

Submitters interested in developing a joint program between ASCPT and another organization must contact ASCPT staff prior to submitting any such proposals.

Please contact **Sharon J. Swan, FASAE, CAE, Chief Executive Officer, at sharon@ascpt.org**, who will coordinate with staff/ leadership of the partnering organizations.