

SUBMISSION INSTRUCTIONS AND FAQ

Submission deadline: 11:59 PM EST, Monday, February 13, 2023

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INTRODUCTION

ICPE 2023 will be a live event held at the Halifax Convention Centre, Halifax, Nova Scotia, Canada, August 23-27, 2023.

The Scientific Program Committee (SPC) is dedicated to assembling the highest-quality scientific and educational program for our attendees for this conference, and your abstract is invited. The ICPE 2023 is a unique forum for the exchange of scientific information from the field of pharmacoepidemiology among those in the pharmaceutical industry, government, academia, service providers, regulators, consulting firms, health insurers, and contract research organizations. The conference is widely acknowledged as the leading global conference on pharmacoepidemiology. The agenda will be a combination of invited lectures, submitted research abstracts, posters, symposia, and workshops collectively representing the current state of experience and knowledge in these dynamic disciplines.

Virtual presentations are not permitted at the conference; all presentations must be delivered in person. If you submit an abstract, it is with the intention that you will physically attend the conference to present it.

Abstracts are invited for posters, oral presentations, workshops, and symposia.

The submission deadline is 11:59 pm EST on Monday, February 13, 2023.

Acceptance/decline notifications are issued in late April.

GETTING STARTED

Start at <https://www.abstractscorecard.com/cfp/submit/loginSSO.asp?EventKey=PHXMCKFX>

You must have an ISPE account to access the abstracts submission system. Have your access credentials available when you start. If you do not have an account, click here to create one:

<https://members.pharmacoepi.org/account/login.aspx?signup=yes>

NOTE: Your user account profile for the abstracts process is not the same as a speaker/author profile. If you are presenting on a submission, you will need to create a speaker/author profile for yourself. Once created, your speaker profile can be appended to any number of submissions without needing to be re-entered.

PREPARING A SUBMISSION

The system includes on-screen instructions for each task you are required to complete to prepare a submission. If you are unable to find answers to your questions online, start by first reading the FAQ at the end of this document before reaching out to the executive office for help.

If you are missing information for your submission, the process will save what you have entered, and you can return to finish it later. The system will hold your submission as INCOMPLETE until you return and finish all required tasks.

A task will show up with a green check mark when fully complete. If you attempt to file an incomplete submission you will receive an on-screen message alerting you to which tasks need attention to be completed. Once all tasks are complete, click "Save Submission." Every task must be complete by the published deadline, or your submission will not be complete and cannot be considered.

SUBMISSION CATEGORIES

There are three submission categories:

- Poster
- Oral Presentation Preferred
- Workshop/Symposium

If you select Oral Preferred and your submission is not selected for an oral presentation, providing your submission is deemed of sufficient quality to be selected for the conference, you will be assigned a poster.

SUBMISSION TASKS

The system requires the completion of the following tasks:

Task	Category it Applies to
Authors	Poster, Oral Preferred, Workshop/Symposium
Abstract	Poster, Oral Preferred, Workshop/Symposium
Affirmation	Poster, Oral Preferred
Disclosure Reporting	Poster, Oral Preferred, Workshop/Symposium
Special Interest Groups	Poster, Oral Preferred
SIG endorsement	Workshop/Symposium
Lightning Forum Preference	Poster, Oral Preferred

Task	Category it Applies to
Newcomer Track	Poster, Oral Preferred
Presentation Release	Oral Preferred, Workshop/Symposium

Authors

At a minimum, first name, last name, email, and role are required. The task allows you to issue an invitation to colleagues to complete their own profile.

Abstract

You can edit your submission title here; it is not included in the character limit count.

You are required to identify your work with a given topic and you may optionally select a second one. You can download the complete list of submission topics and their [descriptions here](#).

If your abstract focuses on a specific exposure or outcome, you may optionally identify exposure types and/or outcomes.

You are asked to indicate if you are submitting a student abstract. To be considered a student submission (and eligible for ICPE student awards), at the time of submission a student must be the submission's first author and the presenting author at the conference.

Posters/Oral presentations are required to organize submissions in the following five areas:

Background

One or two sentences that describe the clinical (or other) importance of the study

Objectives

The main objective(s) or study question should be explicitly stated (e.g., "To determine the rate of"). If study was to test an a priori hypothesis, it should be stated.

Methods

Should include statements that address:

- Design: Basic study design, source population, follow-up; For new analyses of existing data the dataset should be disclosed; statement of criterion standard if study of screening or diagnostic test and any blinding; analysis type (e.g., cost-effectiveness, cost-benefit, etc.) if an economic analysis. Matching and selection of controls, if relevant, also should be included.
- Setting: The setting or source population should be described including statements regarding generalization to a larger or more representative population. This may include eligibility, inclusion/exclusion criteria, and for surveys and follow-up studies should include the number eligible versus the number/proportion remaining in the analysis.
- Exposures or interventions: Explicit naming of medications or other interventions. Non-proprietary names should be used.
- Main outcome measures: The primary and secondary outcome measurement(s) as determined prior to data collection. If hypothesis was formulated after data collection, this should be stated.
- Statistical analysis: The statistical methods should be described.

Results

The main outcomes of the study should be provided and quantified, including measures of precision such as confidence intervals. Do not rely purely on measures of statistical significance; clinically important differences should be stated and the confidence interval for the differences between the groups should be given. When risk changes or effect sizes are reported, absolute values should be included so that the reader can determine the absolute as well as relative impact of the result. Screening and diagnostic test studies should report sensitivity, specificity, and likelihood ratio and if predictive value or accuracy is given, prevalence or pretest likelihood should be provided.

Conclusions

Only those conclusions that are directly supported by the reported data should be provided, along with their implications (avoiding speculation and overstatement of findings). Emphasis should be given equally to positive and negative findings of equal scientific merit.

There is a character limit of 2,350 for all five fields combined (spaces are not counted).

Workshops/Symposia are required to organize submissions in the following three areas:

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"). Include a statement identifying 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. Explain the major concepts this session will be presenting and the key takeaways for attendees.

There is a character limit of 2,350 for all three fields combined (spaces are not counted).

Affirmations

You must agree the following terms and conditions for the conference:

- If you are submitting a poster or oral paper, you agree not to also submit the same work as a workshop/symposium.
- Your submission complies with the following statement: Results that have been published (except in abstract or preprint form) either online ahead of print, or in printed version before January 1, 2023, are not eligible for submission. Results that have been presented at conferences of other scientific societies are eligible for presentation, provided they have not been published (except in abstract or preprint form) either online ahead of print, or in printed version before January 1, 2023.
- You acknowledge and agree that author additions to submissions may not be requested after abstract acceptance. Author lists must be complete at the time of submission. ISPE will only accept role changes (e.g., co-author to presenting author, or vice versa) for accepted submissions of individuals already associated with a submission.

Disclosure Reporting

All individuals connected with a submission must complete financial disclosure reporting, whether relevant to the submission or not. Disclosure reporting only needs to be completed once per individual for the conference, no matter how many submissions they are connected to. The task requires disclosure reporting for the 12 months prior to your completing the reporting, and to identify financial relationships.

Submitters cannot complete someone else's disclosure reporting. Use this task to invite colleagues to individually complete their own disclosure reporting, and then monitor the status of completion.

1. Disclosure Reporting

In the past 12 months, have you (or an immediate family member) had a financial relationship with a commercial organization that produces, markets, re-sells or distributes health care goods or services consumed by, or used on, patients? If so, click the 'Add a financial relationship' link below.

I (or my spouse/partner) do not have any potential conflicts of interest to disclose.

I (or my spouse/partner) do have potential conflicts of interest to disclose.

2. Financial Relationships

[Add a Financial Relationship](#)

The system tracks disclosure reporting by using emails as a unique identifier. If you or a colleague receives more than one invitation to complete disclosure reporting it is because other submitters are using a different email.

Special Interest Groups

Indicate if your submission aligns with an ISPE Special Interest Group (SIG). This information will be used to identify eligibility for SIG-organized Spotlight Poster Sessions.

SIG endorsement

Workshops/Symposia are asked to indicate if the submission is endorsed by an ISPE SIG.

Lightning Forum Preference

ISPE's Lightning Forums are 90-minute sessions that organize 3 sets of 4 speakers into shared theme groups. Each group is led by a single moderator with expertise in the theme. Presenters have just 3-minutes to deliver a "lightning/rapid" oral presentation. Presenters are restricted to just four slides: a) title slide, b) disclosure slide, and c) two slides highlighting: the key scientific question and rationale of their abstract, the main methods used, key results, and the main conclusions. A 2-min Q&A with the audience concludes each lightning presentation.

In advance of the session, authors provide moderators with slide decks and abstracts so questions can be prepared in advance. The moderator concludes the session with a single summation slide highlighting important aspects that emerged during the session and fields audience questions for the final 10 minutes.

Presentation Release

Indicate your permission for us to record your presentation at the conference.

Newcomer Track

The Newcomer Track is designed to encourage researchers submitting to an ICPE conference for the first time by receiving advance reviewer feedback on an abstract. Experienced ISPE reviewers provide comments on scientific quality, style, and language in enough time that researchers seeking the best chance for acceptance may amend their submission before the abstract deadline. All abstracts submitted to the Newcomer Track by the deadline are reviewed and feedback provided. The Newcomer Track program does not guarantee selection but might help improve your chances.

Who is eligible to submit for the Newcomer Track?

Recommended for researchers submitting to ICPE for the first time. This program is unsuitable for experienced researchers.

How does the Newcomer Track work?

1. Indicate task that you'd like your abstract to be considered.
2. Submit for the Newcomer Track by January 16, 2023.
3. Revise your original abstract according to the feedback you receive by the closing deadline of February 13, 2023.

INVOLVE YOUR CO-AUTHORS

Both the "Authors" and "Disclosure Reporting " tasks require the involvement of your colleagues to complete the submission and, accordingly, both tasks provide the ability to issue invitation emails to them. You will need to independently check both tasks to know if your colleagues have completed the task(s) assigned to them. The system will send you reminders on the status of mandatory reporting of your co-authors.

FREQUENTLY ASKED QUESTIONS (FAQs)

Is there a limit on the length of the abstract?

There is a character limit of 2,350 for all fields combined (spaces, title, and authors are not counted).

What are the abstract categories for ICPE 2023?

View the [abstract category listing here](#).

Does ISPE accept late-breaker submissions?

ISPE is not accepting late-breaker submissions for this year's conference.

What are the main deadlines?

All deadlines close at 11:59 PM US Eastern Time

- Newcomer Track: January 16, 2023
- General submissions: February 13, 2023
- Acceptance notifications: April 30, 2023
- Presentation type notifications: May 31, 2023
- Conference registration opens: June 1, 2023
- Early registration ends: July 15, 2023

Does each author connected to a submission need to file a disclosure report?

Yes. The submitting author is responsible for checking that authors have completed disclosure reporting. Disclosure reporting only needs to be completed once per individual.

Can I complete the disclosure report for co-authors?

No. It must be completed by the individual. The process invites the submitter to send an invitation to co-authors to complete this report; ensure you trigger the invite.

The deadline is in 30 minutes, and I just realized that some of the participants haven't filled out their disclosure forms! What should I do?

As the peer review process starts within days of the submission deadline, all participant reporting must be complete by the stated deadline - there are no exceptions. As an incomplete submission cannot move forward to the review stage, you must ensure all reporting is complete.

How do I review my abstract?

You can login to the abstract system and see abstracts that you have in progress and have submitted. From there, you can edit, withdraw, or preview your abstracts. Once the submission deadline has passed, you will not be able to edit abstracts. You will be permitted to change the role of authors after the conference website goes live.

How do I know that my submission is complete?

The submitter should receive a confirmation email once all tasks are complete and the abstract is ready for review. The abstract status is also stated on the landing page after logging in.

I forgot to add someone as a co-author to my abstract when it was originally submitted; can I add someone later?

No. You must ensure all authors are correctly listed at the time of submission. ISPE will not add co-authors after your abstract is accepted.

I'm the Presenting Author and can't attend the conference; can I substitute a co-author on the paper as Presenting Author?

Yes, but only a co-author already associated with the submission; you cannot add a new co-author after acceptance. Once the conference website is established Presenting Authors can login and change presentation roles. Note: The Presenting Author is always the corresponding author for all ISPE communications and tasks. If no authors for an abstract can attend the conference to present, regrettably, it must be withdrawn.

I can't attend the conference; can I record my presentation, or somehow present virtually?

No. ICPE 2023 is a "live" event and all presentations must be presented in person at the conference venue in Halifax. If no authors for an abstract can attend the conference to present, regrettably, it must be withdrawn.

Can I include a QR code on my poster to direct readers to supplementary materials?

Yes.

What is ISPE's embargo policy?

ISPE does not operate an embargo policy on any conference content for ICPE 2023.

I have additional questions about posters that are not answered here. What can I do?

Last year's [Poster Guidelines document](#) might help. ICPE 2023 is very likely to follow the same organization. Only if your question is not answered in it, please contact the executive office at info@pharmacoepi.org and we'll try and help you.

My abstract was presented elsewhere, can I submit to ICPE?

Results that have been published (except in abstract or preprint form) either online ahead of print, or in printed version before January 1, 2023, are not eligible for submission. Results that have been presented at conferences of other scientific societies are eligible for presentation, provided they have not been published (except in abstract or preprint form) either online ahead of print, or in printed version before January 1, 2023.

Is ICPE 2023 going to be remote/virtual or in-person?

ICPE 2023 will take place **in-person** at the Halifax Convention Centre, Halifax, Nova Scotia, Canada, August 23-27, 2023.

I would like to present an abstract at ICPE, but not have it published in the journal, or the presentation PowerPoint made available to attendees.

The science presented at ISPE is publicly accessible. All slide presentations are posted in the conference app and on the conference website and made accessible to all attendees. It cannot be retracted once uploaded. Do not include unpublished work in your presentation if you do not want it shared with attendees and found online. ISPE cannot guarantee the confidentiality or privacy of work shared at our conference, nor control its dissemination once presented. Please do not submit an abstract if you do not wish your work to be shared with attendees and made publicly available.

When will I be notified of the acceptance or rejection of my proposal?

Acceptance notification emails are issued in late April. The type of presentation (poster or oral) will follow by late May.

I submitted an abstract but now I need to change it.

You can make changes to a submission at any time before the submission process closes. Simply log back into the submissions process, click on the title of the submission you want to edit, and open the Abstract task. Click on "Save" or "Continue" once your edits are done. On the main task list, click "Save Submission" to ensure your edits are recorded.

If an author is being added, remember that the new author profile and disclosure reporting tasks must be complete by the submission deadline.

I want to withdraw my submission.

To withdraw a completed proposal, log-in to the submission system, click on the proposal title, click it again on the next page, then change the Submission Form Status.

You are not required to withdraw an incomplete proposal. Incomplete submissions are simply discarded without review when the peer review process starts.

Can I insert tables, charts and/or graphs in my abstract?

No. The submission process accepts only basic text editing, such as bolding, italics, underlining, etc.

Do I need to register for the conference before I file a submission?

No. You only need to register if your submission is accepted and you are invited to present at the conference. More details will be available when registration for the conference opens in June.

My submission was declined; can I request feedback on the reasons? Who should I ask about this?

Unfortunately, due to the high volume of submissions, we are unable to provide specific feedback on individual abstracts. We encourage you to submit again next year.

Will my abstract be published in the Society's official journal?

Accepted poster and oral paper abstracts will be published in a special supplement to the Society's official journal, *Pharmacoepidemiology and Drug Safety* (PDS), after the conference. Changes to abstracts will not be accepted after the submission deadline; therefore, they should be carefully written and edited prior to submission. Only presented research will be published in the journal. A single [DOI](#) will represent the publication of the entirety of ICPE proceedings, i.e., individual abstracts do not each receive a unique DOI.

Do I need to be a current ISPE member to submit an abstract?

No.

My study results are not yet ready. Can I submit an abstract, or should I wait for a future meeting when my results are in? Or perhaps my abstract can discuss only methods?

Abstracts without any results are typically rejected. If you are still awaiting results, we recommend submitting at a future ICPE. An abstract with preliminary results may be considered.

Can a symposium be industry-sponsored?

No. ICPE offers several options for corporate sponsorship; please [view our sponsorship prospectus here](#).

I submitted an abstract for ISPE's Mid-Year Meeting; can I resubmit it for ICPE?

If an abstract is accepted for presentation at ISPE's Mid-Year Meeting, it cannot be resubmitted for presentation at the upcoming ICPE. If the abstract was rejected, it can be resubmitted, though we advise that you consult with someone with presentation experience to help you improve your submission for a better chance for success.

I published a paper last year in XXX journal; it has not, so far, been presented at a conference. Can I submit it as an abstract?

No, since this conflicts with our publication rule.

I'm the abstract primary author, and this is my first time submitting an abstract to ICPE, but the other co-authors are experienced researchers and have submitted abstracts to ICPE before. Is our abstract eligible for the Newcomer Track?

Yes, it is eligible since you qualify for the Newcomer Track as the lead/presenting author.

Are encore abstracts accepted?

Abstracts that have been submitted elsewhere are eligible provided they follow the ISPE publication rule (see earlier in this FAQ).

Are Trial in Progress (TiP) abstracts accepted?

No.

When is the withdrawal deadline?

July 1, 2023.

Are abbreviations permitted?

Yes. Please define the abbreviation the first time you use it.

Is there a submission fee?

No.

When is the change of presenter deadline?

There is no deadline but be aware that the program book and journal publishing may have incorrect information if the change is made after July 1, 2023.

Should clinical trial details be listed at the end of the abstract (e.g., trial registry name, registration number, URL)?

Please indicate in the abstract that the trial was registered (if this is the case). Detailed information should be included in the presentation, but it is not necessary for the abstract.

Is UK or US spelling preferred?

No preference, as long as it is consistently applied throughout the abstract.

Is an ethics statement required?

No.

Does proof that copyright permission has been obtained for previously published content need to be provided?

No.

Is a sponsor required?

No.

Does a funding statement need to be included in the abstract?

No. A separate conflict of interest declaration is required for each author (see the Disclosure Reporting guidance earlier in these instructions).

Are references permitted?

Yes.

Is copyright retained by the authors or transferred to the congress? What is the copyright policy?

Authors retain the copyright of their abstracts.

How does an author create a speaker/author profile?

The abstract submitter develops the initial profile in the abstracts management system, then invites co-authors to fully develop profiles directly into the system (no password or account access required).