FREQUENTLY ASKED QUESTIONS

Is there a limit on the length of the abstract? 2
Is there a limit on the length of the title? 2
What are the abstract categories for the ISPE Annual Meeting? 2
Does ISPE accept late-breaking submissions? 2
How is disclosure reporting managed for the ISPE Annual Meeting? 2
How do I review my abstract? 2
How do I know that my submission is complete? 2
I forgot to add someone as a co-author to my abstract when it was originally submitted; can I add someone later? 2
I'm the Presenting Author and can't attend the conference; can I substitute a co-author on the paper as Presenting Author? 2
I can't attend the conference; can I record my presentation, or somehow present virtually? 3
Can I submit an abstract on behalf of the authors? 3
Can I include a QR code on my poster to direct readers to supplementary materials? 3
What is ISPE's embargo policy? 3
I have additional questions about posters that are not answered here. What can I do? 3
My abstract was presented elsewhere, can I submit it to this conference? 3
Is the Annual Meeting going to be remote/virtual or in-person? 3
I would like to present an abstract but not have it published in the journal, or the presentation PowerPoint made available to attendees. 3
When will I be notified of the acceptance or rejection of my proposal? 3
I submitted an abstract but now I need to change it. 3
Can I withdraw my submission? 4
Can I insert tables, charts and/or graphs in my abstract? 4
Do I need to register for the conference before I submit an abstract? 4
My submission was declined; can I request feedback on the reasons? Who should I ask about this? 4
Will my abstract be published in the Society's official journal? 4
Do I need to be a current ISPE member to submit an abstract? 4
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? 4
Can a symposium be industry-sponsored? 4
I submitted an abstract for a regional ISPE Meeting; can I resubmit it for the 2025 ISPE Annual Meeting? 4
I published a paper last year in a journal. Can I submit it here? 4
I'm the abstract primary author, and this is my first time submitting an abstract to the annual meeting, but the other co-authors have submitted abstracts to ISPE meetings before. Is this abstract eligible for the Newcomer Track? 4
When is the withdrawal deadline? 4
Are abbreviations permitted? 4
Is there a submission fee? 4
When is the change of presenter deadline? 5
Should clinical trial or protocol registration details be listed at the end of the abstract (e.g., trial registry name, registration number, URL, EU PAS registration number, PROSPERO registration ID, etc.)? 5
Is UK or US spelling preferred? 5
Is an ethics statement required? 5
Does proof that copyright permission has been obtained for previously published content need to be

provided? 5
Is a sponsor required? 5
Does a funding statement need to be included in the abstract? 5
Are references permitted? 6
Is copyright retained by the authors or transferred to the congress? What is the copyright policy? 5
How does an author create a speaker/author profile? 5
Will ISPE be requesting approval from the European Federation of Pharmaceutical Industries and Associations (EFPIA) Codes, including e4ethics assessments – Educational Events & Ethical Evaluation? 5

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).

Is there a limit on the length of the title?
There is a character limit of 200 for the title (spaces are not counted).

What are the abstract categories for the 2025 ISPE Annual Meeting?
View the abstract category listing here.

Does ISPE accept late-breaker submissions?
ISPE is not accepting late-breaker submissions for this year's annual meeting.

How is disclosure reporting managed for the ISPE Annual Meeting?
Each submission must include a disclosure statement specific to the work and the individuals listed as authors. This statement must list all funding sources for the work presented, as well as other potentially conflicting relationships that existed at any time during the conduct / development of the work, or the 1-year period before the conference, for all presenters connected with this submission. Non-financial conflicts (e.g., a close relationship with, or a strong antipathy to, a person or organization whose interests may be affected) should also be disclosed. Do not include personally identifiable information in the disclosure statement; if your statement must refer to specific authors, use initials only. Your disclosure statement will be shared with abstract reviewers during the selection phase and, if selected for presentation, posted on the conference website.

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 log-in 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, it must be withdrawn.

I can't attend the conference; can I record my presentation, or somehow present virtually?
No. The ISPE Annual Meeting is a "live" event and all presentations must be presented in person at the conference venue. If no authors for an abstract can attend the conference, it must be withdrawn.

Can I submit an abstract on behalf of the authors?
Yes. You need to have an account with ISPE to submit and you will receive all communications regarding the submission. If accepted, the presenter must attend the meeting to present the abstract.

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 annual meeting content.

I have additional questions about posters that are not answered here. What can I do?
An earlier Poster Guidelines document might help (this year's poster guidelines will not be issued until May). If your question is not answered in the document, you can reach out to the executive office at info@pharmacoepi.org and we'll try to help.

My abstract was presented elsewhere. Can I submit it to this ISPE conference?
Results that have been published in manuscripts (i.e. not just in abstract or preprint form) either online or in print before 1 January of the presentation year, are not eligible for submission. Results that have been presented as abstracts at other meetings (i.e., encore presentations) are eligible for presentation.

Is the ISPE Annual Meeting going to be remote/virtual or in-person?
This year's annual meeting will take place **in-person.**

I would like to present an abstract but not have it published in the journal, or have the presentation made available to attendees.
The science presented at ISPE events 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. ISPE cannot guarantee the confidentiality or privacy of work shared at our conference, and does not 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 at the end of April (including oral or poster). Notification of the date and session will come at the end of 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. The system will re-send you a submission confirmation email.

Can I 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?
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 conference 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 available? 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 conference. An abstract with preliminary results may be considered.

Can a symposium be industry-sponsored?
ISPE offers several options for corporate sponsorship; please contact us at info@pharmacoepi.org and ask for the conference sponsorship/exhibits prospectus. Researchers who work for industry are certainly encouraged to submit abstracts, workshops, and symposium for consideration.

I'm the abstract primary author, and this is my first time submitting an abstract to the annual meeting, but the other co-authors are experienced researchers and have submitted abstracts to ISPE meetings 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.

When is the withdrawal deadline?
1 July of the presentation year

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.

Should clinical trial or protocol registration details be listed at the end of the abstract (e.g., trial registry name, registration number, URL, EU PAS registration number, PROSPERO registration ID, etc.)?
Please indicate in the abstract that the trial or protocol 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.

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, including of slides and posters presented at the conference.

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 in the system (no password or account access required).

Will ISPE be requesting approval from the European Federation of Pharmaceutical Industries and Associations (EFPIA) Codes, including e4ethics assessments – Educational Events & Ethical Evaluation?
No. The ISPE annual meeting is out of scope for EFPIA codes, as we do not meet the attendance threshold for the number of healthcare providers (HCPs).