

SUBMISSION INSTRUCTIONS

Submission deadline: 11:59 PM EST, Wednesday, February 12, 2025

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PLEASE READ IN CONJUNCTION WITH OUR FREQUENTLY ASKED QUESTIONS DOCUMENT

INTRODUCTION

The 2025 ISPE Annual Meeting will be a live event held at the Walter E. Washington Convention Center, Washington DC, USA, August 22-26, 2025.

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. ISPE's Annual Meeting is a unique forum for the exchange of scientific information from the field of pharmacoepidemiology among attendees from the pharmaceutical industry, government, academia, regulatory agencies, consulting firms, health insurers, contract research organizations and others. The conference is 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 this dynamic discipline.

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.

DEADLINES

All deadlines close at 11:59 PM US Eastern Time

- Newcomer Track: January 13, 2025
- General submissions: February 12, 2025
- Acceptance notifications: April 30, 2025
- Presentation date and time notifications: June 13, 2025
- Conference registration opens: Spring 2025

GETTING STARTED
Start at https://www.abstractscorecard.com/cfp/submit/loginSSO.asp?EventKey=NMKOCPZK

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 four submission categories:

- Poster Only
- Oral Presentation/Poster
- Workshop
- Symposium

If you select Oral Presentation/Poster and your submission is not selected for an oral presentation, it will be a poster presentation, if it scores highly enough. If you select Poster Only, your abstract will not be considered for an oral presentation.

Study Classification
Poster Only and Oral Presentation/Poster submissions must complete a series of study classification questions. Classifying your study will help ISPE thematically place your abstract among like entries both in review and, if successful, in organizing the oral and poster sessions.

Lightning Forum Preference

The annual meeting Lightning Forums are 90-minute sessions that organize 3 sets of 4 speakers into groups by theme. 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-minute 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.

SUBMISSION TASKS

The system requires the completion of the following tasks, depending on the submission category selected in the previous step:

Submission Category	Submission tasks
Poster Only	Authors Abstract Affirmations ISPE Special Interest Groups Disclosure Reporting/Presentation Release Newcomer Track Study Classification
Oral Presentation/Poster	Authors Abstract Affirmations ISPE Special Interest Groups Disclosure Reporting/Presentation Release Newcomer Track Study Classification Lightning Forum Preference
Workshop	Authors Abstract ISPE Special Interest Group endorsement Disclosure Reporting/Presentation Release
Symposium	Authors Abstract ISPE Special Interest Group endorsement Disclosure Reporting/Presentation Release

Authors

At a minimum, first name, last name, email address, 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; the title has a maximum character count of 200 characters (spaces are not counted); the maximum word count is 75.

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. This information will be used to identify appropriate reviewers for your abstract. Responses to additional questions, such as study exposure and outcome, will be used to group your abstract with similar abstracts for presentation at the meeting.

You will be asked to indicate if this is a **student abstract** submission. To be considered a student abstract (and therefore eligible for an Annual Meeting student award), the abstract's first author should be a student **at the time of submission** and should be the presenting author at the conference. A student is an individual who is registered (full or part-time) in a degree-seeking academic program.

Submissions for **posters/oral presentations** are required to include the following sections:

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 and methods.
- Setting: The setting, source population and database (if any) should be described, including country and years for the data used in the study. Included can be inclusion/exclusion criteria and statements regarding generalization to a larger or more representative population. For surveys and follow-up studies, this section 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). If the hypothesis was formulated after data collection, this should be stated.
- Statistical analysis: The statistical methods should be described. When relevant, methods used for confounding control must be noted.

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).

Submissions for **symposia** are required to include the following sections:

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 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 symposium. Explain the major concepts this session will be presenting and the key takeaways for attendees. List the names of confirmed speakers and what each speaker will be discussing.

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

Submissions for **workshops** are required to include the following sections:

Background
One or two sentences that describe the importance or relevance of the topic. It should be clear why a workshop format is most appropriate.

Objectives
The main objectives of the workshop should be explicitly stated (e.g., "To practice 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. Explain the major learning objectives for attendees. List the names of confirmed workshop leaders and how each will be contributing to the workshop.

Please explain how attendees will be engaged during the workshop.

There is a character limit of 2,350 for all three fields combined (spaces are not counted). Workshops are meant to be interactive. They will be scheduled in rooms with round tables for interactions with session facilitators.

Affirmations

Poster Only and Oral Presentation/Poster submissions must agree the following terms and conditions:

- If you are submitting an abstract for a poster or oral presentation, you agree not to also submit the same work as a workshop or 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 1 January 2025 are *not eligible* for submission. Results that have been presented at conferences of other scientific societies are eligible for presentation.
- You acknowledge and agree that requests for additional authors will not be accommodated after abstract submission. 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.
- You acknowledge that accepted abstracts will be published online in ISPE's official journal, *Pharmacoepidemiology and Drug Safety* (PDS). Please do not submit an abstract if you do not wish it to be publicly available.

ISPE 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.

ISPE Special Interest Group endorsement

Workshops and Symposia abstracts are asked to indicate if the submission was specifically *endorsed* by an ISPE SIG.

Disclosure Reporting / Presentation Release

Presentation Release

All submissions must submit a presentation recording release.

Disclosure Statement

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 2025 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.

Newcomer Track

The Newcomer Track is designed to encourage researchers submitting to an ISPE annual meeting for the first time by providing advance reviewer feedback on an abstract. Experienced ISPE reviewers provide comments on scientific quality, style, and language so that researchers 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 the abstract's chance of acceptance.

Who is eligible to submit for the Newcomer Track?

Recommended for trainees and new investigators. This program is unsuitable for experienced researchers.

How does the Newcomer Track work?

1. Complete the questions in the task to indicate that you'd like your abstract to be considered.
2. Submit for the Newcomer Track by January 13, 2025.
3. Revise your original abstract according to the feedback you receive. You can expect to receive feedback about two weeks prior to the closing deadline of February 12, 2025.