Submission Instructions for Pharmaceutical Pipeline Submitters

Submission deadline: February 19, 2013

To submit an abstract online, please follow the instructions below:

- Please visit the NCDEU Meeting site: www.ncdeumeeting.org to access the 2013 NCDEU Abstract Submission site.

- To register for an account on the 2013 NCDEU Abstract Submission site, click on "**Join Now**" under New Users.

- Character Limit: There is a **limit of 3,000 characters**, not including spaces, for the abstract submission. This includes title, proposal body, and learning objectives.

- To begin your submission, select "**Click here to begin a new abstract**".

- Enter your presentation title. **The title is limited to 200 characters**. If the title exceeds 200 characters, the character count will turn red. A title containing greater than 200 characters will not be accepted in the system.

- Select the proposal category by clicking on the drop down list and hit "**Continue**".

- **Proposal Limit:** An individual cannot be listed as a presenter on more than 2 submitted **proposals** (Panels, Workshops, Individual Research Reports, and Pharma Pipeline presentations) per year, and cannot be listed for more than 4 total roles, i.e., chair, co-chair, presenter, or discussant. THIS DOES NOT INCLUDE POSTER PRESENTATIONS. An individual may be a co-author on any number of submitted abstracts.

STEPS FOR SUBMISSION

STEP 1:

- First, click on the task "**New Pharma Pipeline Presenters**" to add the authors to the session.

- Enter the person's first name, last name, and their valid email address. Next, select their role in the session, and click "**Add Author**." Remember: Pharma Pipeline sessions **require** a minimum of one presenting author. There is a maximum of 15 authors that can be added to a submission.

- Each author will need to complete the **required** author details. Once all authors have been added to your session, authors' details can be recorded by clicking on your name (in blue text) and completing the requested information.

    - Fill in all required fields as denoted by a red asterisk. Once authors details have been completed, press "**Continue**." A green check mark will appear next to each name where author details have been fully completed. If a field was skipped or is missing, a red X will remain next to the author's name.

    - A green check mark must appear next to each name in order for the task to show as complete.

    - Any time a change is made to this task, be sure to click "**Save Authors**" before returning to the task list.

STEP 2:

- Next, click on the task “**Pharmaceutical Pipeline Presentation Details**” to enter the presentation abstract.

    - Select the “**Oral Submission Category**” by clicking on the drop down list. Select “Other” if the appropriate category is not listed and type in the category in the text box. Next select the Nature of Sample, Nature of Intervention, and Type of Study by clicking on the drop down lists.

    - Each submission must list two learning objectives.

    - The abstract should provide a general overview of the proposed presentation by providing a concise description of the specific purpose, content, methodology, results, and importance of the proposed talk. Please state specific findings to be presented and the importance of such findings for advancing the field. Special Characters: If you use Greek letters, they will need to be spelled out instead of using the character.

      The total length of the proposal abstract should <u>not exceed more than **2,800 characters,** not including spaces</u>.

STEP 3:

- Select the “**Financial Disclosures**” task. Please read the Continuing Medical Education Policy on Full Disclosure. **Each author is required to complete a financial disclosure form.** Click on your name (in blue text) and input the requested information.

    - If there is a financial interest to disclose, please make sure to click on “Add a financial relationship” in question 2. Declare a financial relationship by submitting the company name, using the drop down list to select the individual(s involved and place a check mark in the appropriate boxes to indicate the type of relationship. If you check “Other,” make sure to fully describe the financial relationship. Then, click “Update Financial Relationship.”

    - Complete the remaining questions using the drop down menus. Sign the disclosure form and click “Complete Disclosure Form.”

    - <u>A green check mark must appear next to each name in order for the task to show as complete.</u> After all names show a check mark, click “**Save Disclosures**” located in the top right corner of the page.

STEP 4:

- Select the task “**Call for Input**” to contact all authors. Login details will be sent to each author to complete the requested tasks.

- To Save: You must click the "**Save**" or the “**Continue**” button on each page to save your information before proceeding to the next page.

STEP 5:

- Submitting Your Abstract: If you have not completed all required tasks or if your co-authors have not completed their required tasks, you will not be able to submit your proposal. In the case of missing items, please review all tasks that are not marked with a green check mark. Once you have completed all tasks, click “**Save Submission**” and “**Submit**” your abstract.

- The page will redirect to "**Home**" and a green check mark will appear next to the submission. If a pencil icon remains next to the submission, then the submission is incomplete. **Incomplete abstracts will not be considered.**

For policy questions, please contact the ASCP Executive Office at 615-649-3085 or info@ascpp.org.

Things to Remember:

- Click on the word "**Submission Editor**" in the top left corner of the screen in order to go back to the task list.
- Before going back to the task list, be sure to click "**Save Submission**" if any changes are made in a specific task.
- Changes can be made to submissions until the deadline even if the submission is complete.

Presentation Guidelines for Pharmaceutical Pipeline Session

- Each Pharmaceutical Pipeline Report will be a 10 minute presentation. Please leave adequate time for audience questions.
- Presentations are solely education based. The use of any advertising, trade names, or product-group message association is prohibited; this rule will be strictly enforced.
- The research reporter's AND ALL co-authors' disclosures must appear on the first slide of the presentation. Slides will be reviewed in the speaker ready room to endure compliance.
- Logos (Company, Institution, University, etc) are not permitted to appear on meeting materials, including presentation slides.
- Timers are provided. It is up to the chair of the session to keep each presenter limited to their time allotted.
- Audiovisual equipment will be available: laptop, LCD projector, laser pointer, podium, and microphone.

Rules Regarding Conflict of Interest

Authors of scientific oral or poster presentations who have entered into a financial relationship with sponsoring companies or organizations about whose products or services they are reporting must disclose this information. Disclosures for ALL authors should be included on the poster.

It is recognized that much scientific research is supported by organizations that have a commercial interest in the results of the research. This policy is not intended to discourage such support, or restrict the dissemination of the research. It is the intent of this policy to require authors of scientific presentations to disclose the sources of their support, when those sources have a direct interest in the research. This is to permit members of the audience to form their own judgments about the research with the full disclosure of the facts.

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