

2018 Annual ASCP Meeting

Submission Instructions for Pharmaceutical Pipeline Presentations

Submission Deadline: Tuesday, February 13, 2018

To submit your proposal, please follow the instructions below:

- Visit the 2017 Abstract Submission Portal: <https://ascp.societyconference.com>
- If you are a current or previous member of ASCP, your account is stored within our system. You will log in with your email and your password. If you have forgotten your password, please select “Forgot Password”, and it will be sent to you.
- If you are new submitter or your email address is not recognized by the system, please create a new account.
- **Character Limits Per Abstract:** There is a limit of 3,200 characters, not including spaces for your proposal. Of the total limit, 200 characters are for the title of your proposal. The abstract of your proposal has a limit of 3,000 characters.
- **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:

1. Once logged into the portal, select the large blue square “Start a New Scientific Submission.”

Details for Submissions

The committee welcomes submissions from the U.S. as well as International proposals.

Panel and Workshop Chairs - You will create an overall proposal for your session. Once your participants have been added to the proposal, they will receive an automated notification to complete their abstract details. Your proposal is NOT complete until all participants have submitted their abstract details.


Panel and Workshop Participants - Once your session Chair has created the overall proposal, you will receive a notification email to complete your abstract details. Please do not create an individual submission.

Poster and Individual Research Report Submitters - Both of these submissions are created under the same submission type. Once the proposal is created, you will be given the opportunity to choose which type of submission for your abstract.

New Investigator Award Applicants - These travel awards are specifically designed for individuals who are new to the field and have not been the Principal Investigator on an R01 grant. The NIA participant will also have the opportunity to present a poster presentation. Your application will be submitted under the "Poster/Individual Research Report" Submission.

Pharmaceutical Pipeline Submitters - Your application will be submitted under the "Pharmaceutical Pipeline" submission type. A Pharmaceutical Pipeline report will be a 10 minute presentation and will also have the opportunity to present their research as a poster presentation. A Pharmaceutical Pipeline submission should include those with early clinical data (Phase 1 and 2) on any CNS compound for which Phase 3 data had not been presented. The goal was to generate enthusiasm for the many novel compounds under exploration, most of which have not reached Phase 3. This is not to exclude presentations of clinical data on compounds currently in Phase 3 targeted to truly untested mechanisms since such data would also be of great interest.

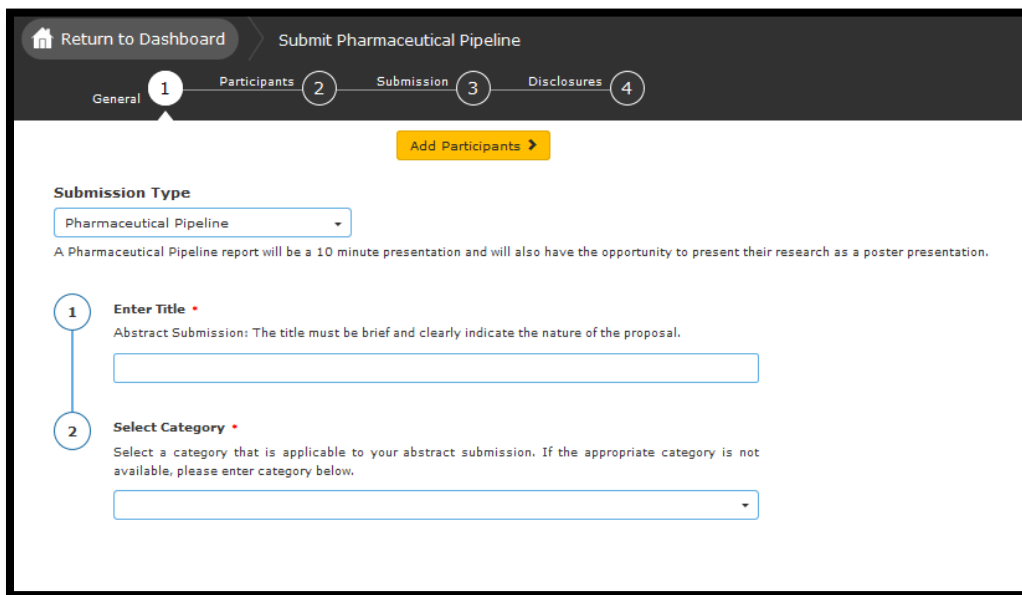
If you have any questions concerning your abstract submission, please contact info@ascp.org.



A blue rectangular button with white text that reads "Start a New Scientific Submission" and a white icon of a hand dropping a document into a box.

Step 1: General - Submission Details

1. Select “Pharmaceutical Pipeline” type in the drop down menu.
 - a. A Pharmaceutical Pipeline report will be a 10 minute presentation and will also have the opportunity to present their research as a poster presentation.



The screenshot shows a web interface for submitting a pharmaceutical pipeline. At the top, there is a navigation bar with a home icon and the text 'Return to Dashboard' and 'Submit Pharmaceutical Pipeline'. Below this is a progress indicator with four steps: 'General' (1), 'Participants' (2), 'Submission' (3), and 'Disclosures' (4). The 'General' step is currently active and highlighted with a white circle and the number 1. A yellow button labeled 'Add Participants >' is positioned above the main form area. The form itself has a section titled 'Submission Type' with a dropdown menu set to 'Pharmaceutical Pipeline'. Below this, a note states: 'A Pharmaceutical Pipeline report will be a 10 minute presentation and will also have the opportunity to present their research as a poster presentation.' The form contains two numbered steps: 1. 'Enter Title' with a red asterisk and a sub-instruction: 'Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.' Below this is a text input field. 2. 'Select Category' with a red asterisk and a sub-instruction: 'Select a category that is applicable to your abstract submission. If the appropriate category is not available, please enter category below.' Below this is a dropdown menu.

2. Enter your proposal title.
 - a. Your title must be less than 200 characters.
 - b. Do not use all caps. Please use title case.
3. Select your category in the drop down menu provided.
 - a. If your category is not provided, please select “Other”.
4. Once both tasks are completed, the numbers on the left hand side will turn green. Select the yellow “Add Participants” button at the top to continue.

Step 2: Enter Participants

1. The name of the submitter will show in the Presenter field. Please select “Save and Continue” at the top to continue. Co-authors will be added in Step 3.

Return to Dashboard Submit Pharmaceutical Pipeline

General Participants Submission 3 Disclosures 4

Previous Save Participants Submit Abstract

Participants

	Abstract Admin	Submission Status	Disclosure Status
Presenter • Lindsay Snyder lsnyder@parthenonmgmt.com remove	<input checked="" type="checkbox"/>	Not Started	Not Started

Step 3: Submission

Return to Dashboard Submit Pharmaceutical Pipeline

General Participants Submission 3 Disclosures 4

Previous Save and Continue Submit Abstract

Submission Details

1 **Abstract •**
The overall 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.

6000 of 6000 characters remaining

2 **Request for Proposal •**
Choose one of the RFP topics if your submission fits into one of these categories.

3 **Author Listing**
Enter a maximum of 15 authors/co-authors for the authorship listing. The presenter must be listed within the author listing below.

Search for co-authors to be added. If co-author is not found, then enter directly in the table below.

Search for co-author

Order	Presenter	First Name •	Last Name •	Affiliation •	E-mail •

1. Enter abstract, must be less than 3,200 characters (not including spaces).
2. Request for Proposals: Choose one of the RFP topics if your submission fits into one of the listed categories.
3. Author Listing: Enter a maximum of 15 authors/co-authors for the authorship listing. The presenter must be listed within the author listing below. Please use the search field before free-typing a co-author.
4. Once complete, hit the yellow “Save and Continue” button at the top.

Step 4: Disclosures

1. Please **ONLY** enter any disclosures relevant to this poster for the **Presenting Author**. Select if you or your spouse has any financial relationships to disclose within the past 12 months.

2. Add information about each organization you or your spouse should disclose.
3. Type your full name in the field provided. For example: Oliver W. Smith.
4. Once all tasks are completed on this page, the buttons on the left will turn green, select “Save and Continue” at the top of the screen.

Final Step: Select the yellow “Submit Abstract” button at the top.

1. You will receive a notification that the submission was submitted successfully.
2. You will receive an email confirmation of the submission.
3. You will be able to edit the submission until the submission period closes.
4. After the deadline has passed, all submissions will be reviewed by the Program Committee. Notifications will be sent by email after the review period.

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

The Accreditation Council for Continuing Medical Education (ACCME) requires that The American Society of Clinical Psychopharmacology, Inc., obtain the disclosure from any individual who is in a position to influence or control the content of an accredited activity of any financial interest or other relationship with a commercial interest which is any entity who produces, markets, re-sells or distributes health care goods or services consumed by, or used on, patients. This includes planners, faculty members, and authors. ACCME defines “relevant” financial relationships as “financial relationships in any amount occurring within the past 12 months that create a conflict of interest”.

Although ASCP does not consider that such relevant financial relationships necessarily give rise to bias or unbalance, it is the policy of ASCP that any such relationships be identified to the audience prior to commencement of the program. In addition, it is the policy of ASCP to resolve all conflicts of interest prior to the CME activity as per ACCME guidelines.

Each faculty member or author will be asked to send to the planning committee (depending on the particular meeting) a detailed abstract, and/or the paper to be presented, and/or the slides to be presented. Each abstract, paper, or slide set will be reviewed by the planning committee for content, presentation, and bias, in light of the faculty member’s or author’s relevant financial relationships. Changes to achieve scientific integrity and lack of bias may be required of the faculty member or author prior to the presentation.

EACH PLANNER, FACULTY MEMBER, AUTHOR MUST COMPLETE AND RETURN A DISCLOSURE STATEMENT. The form is included electronically in the submission online and also available on the website at: <http://ascpmeeting.org/scientific-program/submit-an-abstract/>.

Please email info@ascpp.org or call 615-649-3085 with any questions.

See you at the ASCP Annual Meeting!