



2026 Annual ASCP Meeting

Submission Instructions for Panels and Workshops

Submission Deadline: Tuesday, November 18, 2025, for All Submissions

To submit your proposal, please follow the instructions below:

- Visit the 2026 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 a 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.”



2. Step 1: General – Submission Type

Task 1: Select Submission Type

- Panel – Deadline November 18, 2025
- Workshop – Deadline November 18, 2025

Task 2: Enter your proposal title.

- Your title must be less than 200 characters.
- Do not use all caps. Please use title case.

Task 3: Select your topic in the dropdown menu provided.

- If your topic is not provided, please select “Other”.

Task 4: Request for Proposals: Choose one of the RFP topics if your submission fits into one of the listed categories.

Once all tasks are completed, the numbers on the left-hand side will turn green. Select the “Add Participants” button at the top to continue.

Step 2: Participants

- The name of the submitter will show in the Presenter field.

Panels:

- Each Panel is a moderately formal 1 ½ hour session.
- Each Panel must have a chair, a minimum of 3 speakers but no more than 4 speakers, and a discussant. A co-chair is optional.
- Please use the search option prior to free typing the speakers and discussant.

NOTE: At the bottom, please ensure the check box “Notify me when each participant completes their submission” is selected. When all participants have completed, log back in to “Finalize Submission”.

[Return to Dashboard](#) [Submit Panel](#)

General

Participants **2**

Submission **3**

Disclosures **4**

[< Previous](#) [Save and Continue >](#)

Enter Participants

The panel must have a chair, a minimum of 3 speakers but no more than 4 speakers, and a discussant. A co-chair is optional.

*Please use the arrows next to your speakers' names to place each speaker in the correct presentation order.

		Abstract Admin	Submission Status	Disclosure Status
Chair *	<div>Kara Moeller kmoeller@parthenonmgmt.com</div> <div>remove</div>	<input checked="" type="checkbox"/>	 Not Started	 Not Started
Speaker *	<div><input type="text"/></div> <div>Search for participant</div> <div>Cannot find the participant? Add a new participant.</div>	<input type="checkbox"/>	 Not Started	 Not Started
Speaker *	<div><input type="text"/></div> <div>Search for participant</div> <div>Cannot find the participant? Add a new participant.</div>	<input type="checkbox"/>	 Not Started	 Not Started
Speaker *	<div><input type="text"/></div> <div>Search for participant</div> <div>Cannot find the participant? Add a new participant.</div>	<input type="checkbox"/>	 Not Started	 Not Started
Discussant *	<div><input type="text"/></div> <div>Search for participant</div> <div>Cannot find the participant? Add a new participant.</div>	<input type="checkbox"/>		 Not Started

[Add Participant](#)

Workshops:

- A workshop is a moderately formal 2-hour session. Workshops should be structured to incorporate audience member discussion. Chairs are encouraged to take a break half-way through the session.
- A workshop must have a Chair and no more than 8 participants. A Discussant and Co-Chair is optional.
- Please use the search option prior to free typing the speakers and discussant.

NOTE: At the bottom, please ensure the check box “Notify me when each participant completes their submission” is selected. When each participant has completed, you will log back in and select “Finalize Submission”.

The screenshot shows a multi-step form titled 'Submit Workshop'. The steps are: General (marked with a green checkmark), Participants (current step, marked with a '2' in a circle), Submission (marked with a '3' in a circle), and Disclosures (marked with a '4' in a circle). Below the progress bar are 'Previous' and 'Save and Continue' buttons. The 'Enter Participants' section includes a note: 'A workshop must have a chair and no more than 8 participants. A discussant and co-chair are optional.' There is a table with columns: 'Chair *', 'Abstract Admin', 'Submission Status', and 'Disclosure Status'. One row is visible for 'Kara Moeller' with email 'kmoeller@parthenonmgmt.com' and a 'remove' link. The 'Abstract Admin' column has a checked checkbox. The 'Submission Status' and 'Disclosure Status' columns show 'Not Started' with document icons. Below the table is an 'Add Participant' dropdown menu. At the bottom, there is a checked checkbox for 'Notify me when each participant completes their submission.'

Chair *	Abstract Admin	Submission Status	Disclosure Status
Kara Moeller kmoeller@parthenonmgmt.com remove	<input checked="" type="checkbox"/>	Not Started	Not Started

Step 3: Submission Details

1. Enter abstract, must be less than 3,200 characters (without spaces).
2. List 2 learning objectives.
3. List the Presenter Order in which your participants will present.
4. Once complete, hit the yellow “Save and Continue” button at the top.

Step 4: Disclosures

1. Select if you have any financial relationships to disclose within the past 24 months.

Return to Dashboard Submit Pharmaceutical Pipeline

General ☒ Participants ☒ Submission 3 Disclosures 4

◀ Previous Save Submit Abstract

Financial Relationships

Definition of Financial Relationship--

Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria for promotional speakers' bureau, ownership interest (e.g. stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, owner, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected.

Contracted research includes research funding where the institution gets the grant and manages the fund and the person is the principal or named investigator on the grant.

There is no minimum dollar amount for relationships.

Definition of Ineligible Company--

An *ineligible company* is any entity producing, marketing, selling, re-selling, or distributing healthcare products or services consumed by, or used on, patients. Providers of clinical service directly to patients are not ineligible companies (unless the provider of clinical service is owned, or controlled, by an ineligible company).

2. Task 2: Add information about each organization you should disclose.
3. Task 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” at the top of the screen.

Final Steps:

Once you select the “Save” button, you will receive a notification that your submission was saved successfully.

Submission Saved Successfully!

Your progress on this submission has been successfully saved. You will be notified when all presenters have completed their tasks. At that time, you should review your submission for accuracy and quality and then finalize to mark ready for review.

You may select the 'Return to Dashboard' button and logout, or select the 'Continue' button to further edit the submission.

Continue Return to Dashboard

1. You will receive an email confirmation when all presenters have completed their tasks.
2. Once all presenters have completed their tasks, please log in to review for accuracy and quality of submission, then select the “Finalize Submission” button.
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

- 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**.
- **NO** formal presentation, slides, or other audio visuals are allowed for discussants.
- Panel/Workshop presenter'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. **Discussants are not permitted to present slides.**
- If a Panel or Workshop is accepted, speaker changes are NOT allowed unless approved by the Program Committee Chair.
- Logos (Company, Institution, University, etc.) are **not permitted** to appear on meeting materials, including presentation slides.
- Timers are provided. It is the responsibility of the chair to keep the schedule approved by the Program Committee.
- Audiovisual equipment available for every panel: 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 24 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.

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

See you at the ASCP Annual Meeting!