2026 Annual ASCP Meeting

Submission Instructions for Panels and Workshops

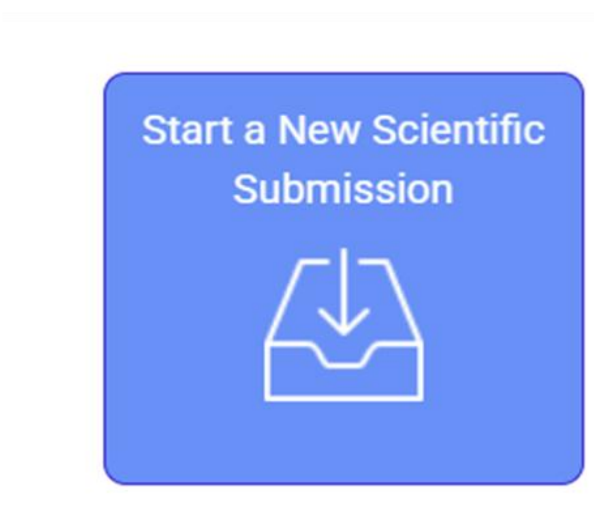
Submission Deadline: Tuesday, November 18, 2025, for All Submissions

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

a. Panel – Deadline November 18, 2025
b. Workshop – Deadline November 18, 2025

Task 2: Enter your proposal title.

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

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

a. 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.

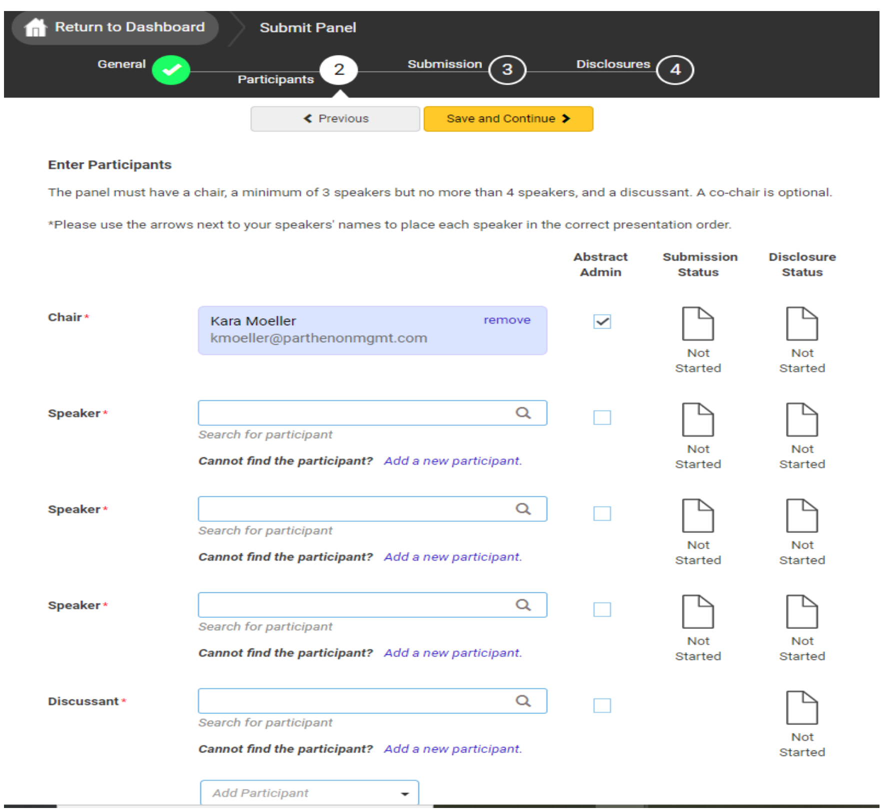
Step 2: Participants

1. 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.

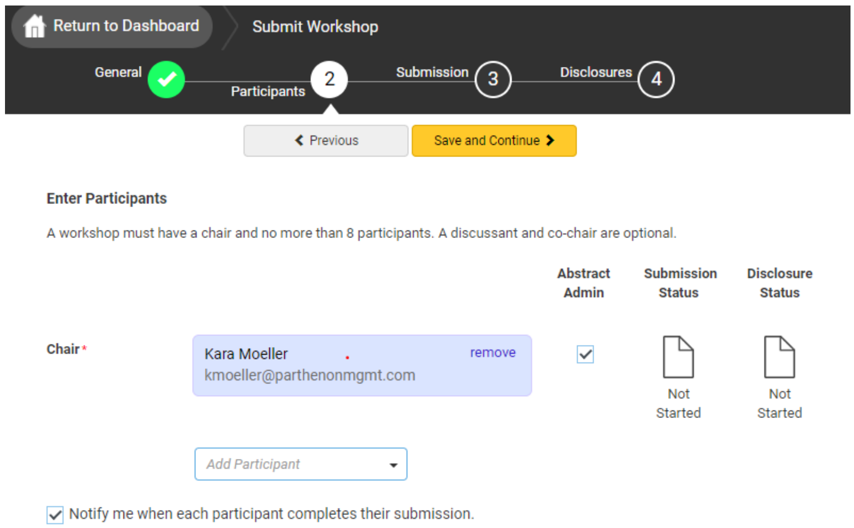
   NOTE: At the bottom, please ensure the check box "Notify me when each participant completes their submission" is selected. When all participants have completed, log back in to "Finalize Submission".



<u>Workshops:</u>

- 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.

<u>NOTE:</u> 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".

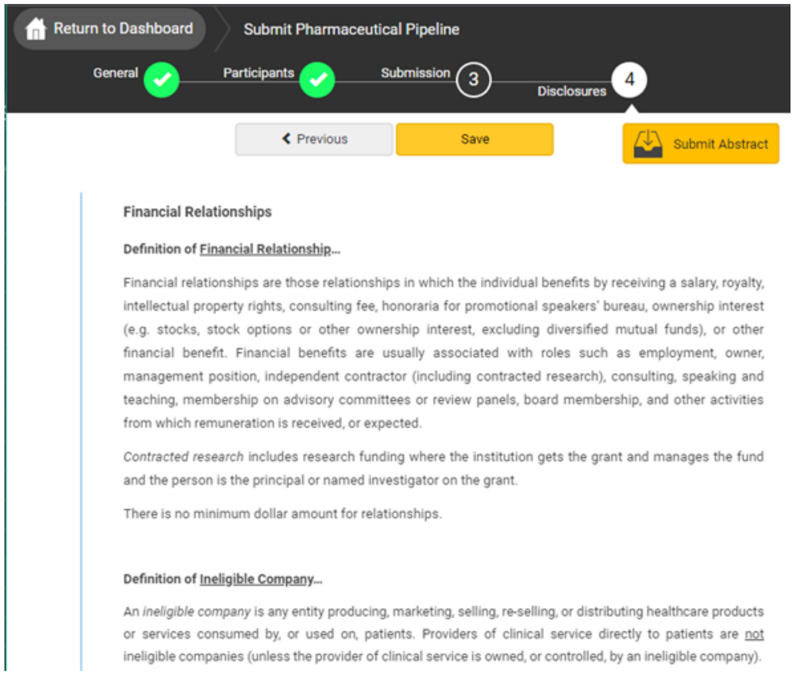


Step 3: Submission Details

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

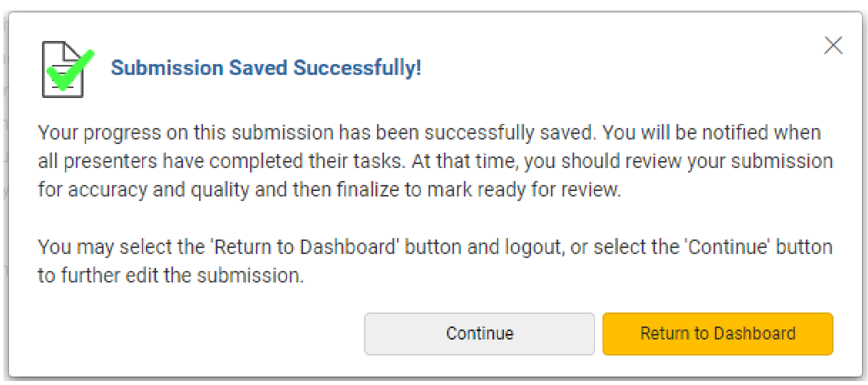
1. Select if you have any financial relationships to disclose within the past 24 months.



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.



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!