Submission Instructions for Panel & Workshops Session Chairs Submitters

Workshops & Panels Overall Chair Proposals Submission deadline: 
November 18, 2013

Workshops & Panels Participant and Session Proposals Submission deadline: 
November 25, 2013

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

- Please visit the ASCP Annual Meeting site: [www.ascpmeeting.org](http://www.ascpmeeting.org) to access the 2014 ASCP Annual Meeting Abstract Submission site.

- To register for an account on the 2014 ASCP Annual Meeting 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 overall 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.

**Panel and Workshop Chairs:**
On the 2014 ASCP Annual Meeting Abstract Submission Site: Panel and Workshop Chairs will need to input their session title, participants, and overall abstract to meet the requirement for the Nov. 18th deadline. All participants will need to be contacted by the session Chair at this time to start submitting their materials in the submission. The session can be edited until 11:59 p.m. Central on the Nov. 25th deadline. The Panel and Workshop Session Chairs are required to review all speaker presentations by Nov. 25th. The deadline to submit Workshop and Panel sessions is November 25, 2013.

**STEPS FOR CHAIR SUBMISSION**

**STEP 1:**
- First, click on the task “Presenters” to add the authors to the session.

- **Participants Panel**: Each Panel will need a minimum of 3 Speakers and a maximum of 4 Speakers, a Chair, and Discussant. A Co-Chair is optional.
Participants Workshop: Workshops can have no more than 8 participants. A Co-Chair and Discussant is optional.

- Enter the person’s first name, last name, and their valid email address. Next, select their role in the session, and click “Add Author.”

Each participant will need to complete the required author details. Once all participants 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 “Abstract Details – Overall for Session” to enter the overall 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.
  - Choose one of the RFP topics if your submission fits into one of these categories.
  - Each submission must list two learning objectives.
  - 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. Special Characters: If you use Greek letters, they will need to be spelled out instead of using the character.

  - **FOR WORKSHOPS ONLY, chairs will be required to include a statement of how the workshop will be less formal and integrate audience discussion and interaction.**

  - **Agenda:** Panel and Workshop Chairs are required to submit a schedule for their session. **Panel Sessions:** Please remember to leave adequate time for discussion. **Workshops Sessions:** Each Workshop will need to allot time for discussion after each speaker presentation and at the end of the session. All Workshop sessions will have a 15 minute required break time. This break will fall 1.5 hours after the start of the session. Please see sample agendas linked within the site.

  - The total length of the proposal abstract should not exceed more than 2,800 characters, not including spaces.
STEP 3:
✓ This task will allow you to track each of your session presenters and review their abstract and progress of the submissions.

STEP 4:
✓ Select the task “Call for Input” to contact all authors. Login details will be sent to each participant to complete the requested tasks. Each participant will be asked to complete their personal information, abstract and disclosure.

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

  o 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.”

  o Presentation Bias – If nothing to disclose, choose N/A. If you do have something to disclose, choose yes or no.

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

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

STEP 6:
✓ 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.

  o 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 Panel Session

- 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.
-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 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.**
- Once a Panel 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.

Presentation Guidelines for Workshop Session

- A workshop is a moderately formal 3 hour session. Workshops should be structured to incorporate audience member discussion. Chairs are encouraged to take a break halfway through the session.
- A workshop must have a Chair and no more than 8 participants. A Discussant and Co-Chair is optional.
- 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.
- 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.**
- Once a 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.**

Conflict of Interest

Your presentation, should it be accepted, is an important part of NCDEU’s educational component and will be designated for continuing education credit. It is the policy of the Accreditation Council for Continuing Medical Education (ACCME) that any individual who participates in a continuing education activity must disclose any financial interest or other relationships that have occurred within the past 12 months. ACCME considers relationships of the individual involved in the CME activity to include financial relationships of a spouse or partner.

Please note that the ACCME has not set a minimum amount for relationships to be significant and it states that inherent in any amount is the incentive to maintain or increase the value of the
relationship. Examples of financial interests include salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (including stocks, stock options or other ownership interest, excluding diversified mutual funds). Examples of other relationships include grants, research support, medication, assessment tools, and any relationship(s) with the manufacturer(s) of any commercial product(s) or relationship(s) with any organization(s) with an interest in clinical research or training that may be discussed in the educational presentation.

The ACCME Commercial Support Standards insist on the separation of education from all promotional activities, materials, and messages. Presentations are an integral part of the education and as such cannot have any advertising, trade names or product-group messages associated with them. Presenters are required to give a balanced view of therapeutic options. A "balanced view" means that recommendations or emphasis must fairly represent a reasonable and valid interpretation of the information available on the subject and no single product or service is over represented in the education activity and that other equal and competing products or services are included. It is preferable to use generic names whenever possible, if it is necessary to use a trade name, please use those of several companies. Further, should your presentation include discussion of any unlabeled or investigational use of a commercial product, you are required to disclose this to the participants.

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**November 18, 2013**

**Workshops & Panels Presenter and Session Proposals Submission Deadline:**
**November 25, 2013**