ACoP 2024 Symposium, Individual Talk & Tutorial Session Requirements

Submission Deadline - February 29, 2024

Submission Requirements

The Scientific Programming Committee seeks to provide an engaging and balanced program with presenters and session chairs that represent various backgrounds, institutions, and expertise within our scientific community. We encourage proposals that are consistent with our five-year strategic plan and our ACoP 2024 conference theme: "Past as Prologue, Bridges to New Horizons". The opportunity to contribute to the content of the meeting and serving as the session chair/co-chair is available only to ISoP members. Speakers can be non-members. Please ensure your membership is current when submitting programming proposals. Submissions will not be evaluated if the chairs/co-chairs are nonmembers or their membership is lapsed.

To be eligible for review, all symposium, individual talk and tutorial proposals must include the following:

1) Session Title

2) Proposed Session Format:

- Symposium– 90 minutes
    - Proposals should include three speakers only. If desired, the proposal may include a panel discussion comprising a reasonable number of panelists (which could be greater than three).
- Individual Talk – 20 minutes
- Tutorial – 90 minutes to 3.5 hours

3) Chairperson(s)'s name, title, affiliation, contact information, and ISoP membership status

4) Description of the session, including background and scientific importance

5) Learning objectives

6) Speakers' names, titles, affiliations, contact information, ISoP membership status, and brief description of proposed presentations, including presentation titles

7) Primary topics (select up to 2):

- General Pharmacometrics
- Statistics
- QSP
- PBPK
- Methodology
- Special populations
- Big Data/AI/ML
- Other

8) ISoP Special Interest Group (SIG), Committee, Network, or Community Affiliation: Please indicate if your proposal is affiliated with one or more of the ISoP groups listed below. Review of

the proposal by Chair(s) of the affiliated group(s) is strongly encouraged prior to submission but is not required:

- Clinical Pharmacometrics SIG
- Mathematical and Computational Sciences (MCS) SIG
- Quantitative Systems Pharmacology (QSP) SIG
- Statistics and Pharmacometrics (SxP) SIG

9) Additional AV needs: For each session, ACoP will provide LCD projector with screen(s), a podium with microphone, laser pointer, and head table for the chairs and speakers. Session Chair will be responsible to upload the presentations 2 weeks prior to ACoP. All presentations will be loaded on a "show computer" for each session. Chairs will have the opportunity onsite to make any minor updates prior to their presentations. Additional audio/visual support may be provided on a case-by-case basis. These needs must be included in the proposal.

10) Budget Request: see "Budget" section below for more details.

11) For symposium proposals, indicate whether you would be willing to include selected abstract speakers in your session

12) Once the proposal is submitted, no further edits can be made to that submission

Programming Proposal Examples from Previous ACoP

Review Criteria

All symposium, individual talk and tutorial proposals will be competitively peer-reviewed against all other proposals by the ACoP Scientific Programming Committee.

The committee will not review proposals that are incomplete, lack sufficient detail or do not adhere to the guidelines. The committee reserves the right to revise session proposals as necessary to achieve the goal of attaining a diverse, well-rounded, educational program for ACoP. Notifications will be sent to all chairs via email **early May**. Multiple submissions are permitted. However, in the interest of attaining a diverse, well-rounded, educational program for the Annual Meeting, if more than one proposal is accepted by the programming committee, the chair may be asked to consider naming an alternative or co-chair for him/herself to lead one of the sessions.

Session Chair Responsibilities

Chairs must be current, active members of ISoP, with a limit of two co-chairs per session. If your proposal includes co-chairs, both co-chairs must be actively involved. A chair may serve as a speaker. If so, he/she should be identified on the proposed speaker roster. If a proposal is accepted, the chair(s) is responsible for final confirmation of the speaker roster, communicating session goals and expectations to all speakers, working with ACoP staff to ensure all speaker requirements are met.

Onsite roles include starting and ending the session on time, speaker introductions, managing presentation times, and coordination of the question and answer portion of the session. Session chair is also responsible for coordinating and collecting slides from presenters two weeks in advance of the ACoP meeting.

Budget

The following budget estimates should be considered and **must be included in the proposal** when planning for non-member speaker participation:

**Airfare:** _non-refundable, roundtrip, coach airfare of up to $750 for a US based speaker, or up to $1500 for an internationally based speaker_

**Hotel:** _two nights lodging at conference hotel_

**Conference registration:** _one-day registration fee) if attending one day; full registration fee if attending the full conference (not including costs associated with preconference_

All session proposals requesting financial support for non-member speakers will be required to submit a plan that outlines how the requested budget will be allocated, and if necessary, how additional funding will be secured to cover costs exceeding the budget. Each session is limited to $2500 for non-member speaker travel. It is the responsibility of the Session chairs to secure additional funding to cover cost exceeding the reimbursement budget limits.

Member speakers will receive a $100 discount off registration. Trainee members are not eligible for this additional discount given the already discounted trainee registration fee. **ISoP members are not eligible for additional travel or registration reimbursement. ISoP will verify membership status of all chairs and speakers.**

Please note that non-member speakers are not eligible (i.e., do not qualify) for travel or registration reimbursement if either of the following applies:

- **The non-member speaker has received speaker reimbursement by ACoP/ISoP at least once in the last three (3) years**
- **The non-member speaker has attended at least two (2) of the last four (4) ACoP meetings**

Reimbursement budgets (including any exceptions) must be approved by the Conference Chair (Wei Gao and the Scientific Programming Chair Emmanuel Chigutsa before communicating to non-member speakers. Upon approval and notification, non-member speakers should contact J ISoP staff (info@isop.org) for registration and reimbursement assistance. Completed reimbursement forms and expense receipts should be submitted within two weeks after ACoP to info@isop.org for reimbursement.

Questions regarding this reimbursement budget policy can be directed to the ISoP Executive Director, Jennifer Monroy at info@isop.org

Questions

Questions regarding the ACoP Call for Programming can be directed to the ACoP Scientific Programming Chair, **Emmanuel Chigutsa**, at info@isop.org.