31st International Conference on Pharmacoepidemiology and Therapeutic Risk Management
August 23-26 2015
Hynes Convention Center, Boston, MA

Abstract Submission Deadline:
Monday, February 16, 2015, 11:59 PM, Central Standard Time

INSTRUCTIONS FOR COMPLETING THE ONLINE ABSTRACT FORM - Workshop/Symposium

Overview

The 31st International Conference on Pharmacoepidemiology and Therapeutic Risk Management (ICPE 2015) is a unique forum for exchange of scientific information from the fields of pharmacoepidemiology and therapeutic risk management among those in the pharmaceutical industry, government, academia, service providers, regulators, consulting firms, health insurers, and research. The meeting is acknowledged widely as the preeminent global conference on pharmacoepidemiology and therapeutic risk management. The agenda will be a combination of invited lectures, submitted research abstracts, posters, symposia and workshops – together representing the current state of experience and knowledge in these dynamic disciplines. The 2015 meeting will be held **August 23-26, 2015 in Boston, MA USA.** Please visit the ISPE website (www.pharmacoepi.org) for updated meeting information, scholarship information and forms, hotel information and registration forms.

The International Society for Pharmacoepidemiology (ISPE) is an international organization dedicated to advancing the health of the public by providing a forum for the open exchange of scientific information and for the development of policy, education, and advocacy for the field of pharmacoepidemiology, including such areas as pharmacovigilance, drug utilization research, comparative effectiveness research, and therapeutic risk management.

INVITATION TO PRESENT YOUR RESEARCH

We invite you to submit an abstract(s) for presentation at the ICPE 2015. Abstracts are encouraged on research consistent with ISPE Special Interest Groups (SIGs): Adherence; Asian Pharmacoepidemiology Network (AsPEN); Biologics; Benefit Risk Assessment, Communication and Evaluation (BRACE); Comparative Effectiveness Research (CER); Databases; Drug Utilization/Health Services Research; Medical Devices; Medications in Pregnancy; Molecular Epidemiology/Biomarkers/Pharmacogenetics; Pediatrics, and Vaccines.

Results that have been published (except in abstract form) either on-line ahead of print, or in printed version

before January 1, 2015 are <u>not</u> eligible for submission. Results that have been presented at meetings of other scientific societies are eligible for presentation, provided that they have not been published (except in abstract form) either on-line ahead of print, or in printed version before January 1, 2015.

All abstracts accepted will be published online in *Pharmacoepidemiology and Drug Safety*, ISPE's official journal.

REVIEWING/REGISTRATION
All abstracts will be evaluated by volunteers from the general membership of ISPE. The ISPE Scientific Program Committee will then review all abstracts considered for symposia and workshops and select those for presentation by April 2015. This year ISPE will send two Email notifications to those submitters whose abstracts have been accepted: [1] a general letter of acceptance will be Emailed soon after the Mid-Year Meeting (anticipate receipt by the end of April); and [2] a second letter with specific session details will be sent after the agenda is set (anticipate receipt by late June). All symposia/workshop panelists, presenters, and moderators must register to attend the ICPE 2015.

SCHOLARSHIPS - Deadline: March 4, 2015
A limited number of scholarships will be available to assist with attendance at the ICPE 2015. Scholarships may be used for registration, lodging, and travel to the conference. Researchers from developing countries, those in genuine financial need, and students who otherwise would be unable to attend ICPE are invited to submit an application form. Applications will be found on the ISPE website (www.pharmacoepi.org). SUBMISSION DEADLINE: **March 4, 2015**. ISPE will notify applicants by email in May 2015. Please be aware that the scholarship submission, review and award process is independent from abstract review and acceptance process.

SPONSORSHIPS, EXHIBITS & ACADEMIC SHOWCASE
ISPE offers organizations, institutions, and academic programs opportunities to support the conference while sharing their products and services with conference attendees. A conference Support Opportunities & Scientific Exhibitions Prospectus is posted on the ISPE website or you may call the ISPE office (301-718-6500) for more information.

GENERAL MEETING INFORMATION
Meeting, hotel, registration and travel information will be posted on the ISPE website (www.pharmacoepi.org). This information will be updated over the coming months. Contact the ISPE office (ISPE@pharmacoepi.org or 301-718-6500) if you have questions.

A. GUIDE FOR CONTRIBUTED WORKSHOP OR SYMPOSIUM

Workshops and Symposia are 90-minute sessions on specific topics organized by the presenter.

Workshop: A workshop is a small interactive training session addressing a specific topic. It is intended to teach the attendee either through examples or through highly interactive discussion. It would be rare to present new study findings in a workshop unless the study uncovered some new methodology, data source, or technique that itself is the focus of the training. Seating will be on a "first-come, first-served" basis. The author must state how the workshop will be interactive and how attendees could participate in the session.

Symposium: A symposium is an intellectually and content focused presentation(s) or consensus generating discussion on a well-defined subject. The intent is to provide the attendee with a concentrated exposure to a topic without necessarily presenting new data or study findings. Unlike the workshop, a symposium usually is presented in the more classical style of presentation and open debate/questions or consensus discussion.

Format: Please use the following headings when proposing a Workshop or Symposium.

1. **Topic**

(This is the Primary Focus Selection from the "Questionnaire" page)

2. **Title**

(Provided on the "Abstract Title" page)

3. **List of Panelists**

(Provided on the "Authors/Institutions" page)

The following are all provided on the page "Abstract Body":

4. **Background:** One or two sentences that describe the importance or relevance of the topic.

5. **Objectives:** The main objectives of the workshop/symposium should be explicitly stated (e.g., "To review analytic techniques for the analysis of intermittent exposures."). There should also be a statement regarding who would benefit by attending (e.g., 'Researchers involved or wanting additional expertise in the analysis of large claims datasets.')

6. **Description:** A clear description of the workshop and symposium.

WORKSHOP ONLY: State how the workshop will be interactive and how attendees could participate in the session.

NOTES:
1. ISPE will assign rooms according to the type of presentation indicated.
2. All panelists must register to attend the meeting.

B. BALANCED PERSPECTIVES Organizers of workshop/symposia are strongly encouraged to seek a fair balance ansd a reasonable representation of all views on a topic.

The organizer/submitter should provide as much detail as possible including the names of panelists/faculty on the abstract submission. The Chair of the Scientific Program Committee, must approve any change to the panel/participants after the abstract/proposal is accepted. The organizer/submitter is responsible to notify the Chair of the Scientific Program Committee and ISPE Office of any change in the panel/participants. The Chair will respond directly to the organizer/submitter.

C. DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST All panelists/presenters must disclose financial and any other interests of each author that may pose a conflict of interest or the appearance of a conflict of interest at the beginning of their presentation. A sample disclosure side/form will be posted on the ICPE 2015 home page.

ONLINE SUBMISSION NOTES

This section contains information to guide you through the online submission process. We recommend that you print this page and use it as a reference during this process.

- Click the buttons on the left side of the screen and complete each section. Be sure to carefully follow the instructions within each section.

- Save your work by clicking Save Information. This does not submit your abstract for review. Be sure to save your work before logging off the site.

- You can log off at any time without submitting your abstract and return to continue your work at another time. As long as you do not submit the abstract, it can be edited and revised online as many times as needed. If you give your username and password to another person, they will have access to edit all abstracts you have not submitted for review.

- Verify that your abstract is correct and complete by clicking Preview Abstract. Print out and proofread the abstract preview to verify that it is correct before completing the submission process.

- Click on Submit Your Abstract to submit your abstract for review, but ONLY do so when you are sure that your abstract is complete and in final form.