



## INSTRUCTIONS FOR COMPLETING THE ONLINE ABSTRACT FORM – Symposium

### INVITATION TO PRESENT YOUR RESEARCH

The International Society for Pharmacoepidemiology (ISPE) African Regional Interest Group (AfRIG) is a member of ISPE and established in May 2018.

The ISPE African Regional Interest group's mission is to develop, sustain and advance Pharmacoepidemiology research in the African region, through intra- and intercontinental scientific collaborative work. It includes professionals dedicated and/or interested in pharmacoepidemiology.

The Medicines Utilization Research in Africa (MURIA) group is a multi-country and multidisciplinary group with the mission of promoting collaborative research, information sharing, and access to data to address challenges in drug utilization research in Africa.

ISPE AfRIG and MURIA invite you to submit an abstract(s) for presentation at the ISPE Africa/MURIA Conference that will virtual from **June 28-30, 2021**. The abstracts submission deadline is **March 12, 2021**. See details below:

**Abstract Submission Opens:** 3 February 2021

**Abstract Submission Deadline:** 12 March 2021

**Abstract Review Begins:** 19 March 2021

**Author Notification:** April 2021

**ISPE Africa Virtual Meeting:** 28-30 June 2021

### A. GUIDE FOR CONTRIBUTED 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.

The ISPE AfRIG conference will feature 60 minutes-symposia sessions on topics submitted by presenters.

**Proposal Body Format:** Please use the following headings when proposing a Symposium.

- **Background:** One or two sentences that describe the importance or relevance of the topic.
- **Objectives:** The main objectives of the symposium should be explicitly stated (e.g., "To review analytic techniques for the analysis of antimicrobial resistance."). There should also be a statement regarding who would benefit by attending (e.g., 'Researchers involved or wanting additional expertise in the analysis of hospital survey data.')
- **Description:** A clear description of the symposium.

## **B. BALANCED PERSPECTIVES:**

Organizers of symposia are strongly encouraged to seek a fair balance and a reasonable representation of all views on a topic. Varied geographic representation across Africa is strongly encouraged. The organizer/presenting author should provide as much detail as possible including the names and organizations/institutions of panelists/faculty on the abstract submission. The Chair of the conference planning committee must approve of any changes to the panel/participants after the proposal is accepted. The Chair will respond directly to the organizer/ presenting author.

## **C. CONFIRMATION OF PANELISTS**

**The submitter must indicate whether each panelist has been informed of the abstract submission and has agreed to participate in the session if accepted.**

## **D. DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

At the time of the presentation, all 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. A sample disclosure slide/form will be posted on the conference webpage.

For the proposal submission, disclosure of **funding source** and of any **significant and directly relevant conflicts of interest** for the topic of the abstract are required by the submitting author. This disclosure applies to all authors of the abstract and will be made available to the abstract reviewers. The declaration should be **concise (<100 words)** and **not allow identification of authors.**

## **E. REVIEWING/REGISTRATION**

All abstracts will be evaluated and graded by volunteers from the general membership of ISPE AfRIG and MURIA. Reviewers are asked to abstain from reviewing abstracts for which they know or believe to have a potential conflict of interest. Selection is based on score, topic, and time constraints of the program.

ISPE AfRIG will send two email notifications: [1] a general letter of acceptance or non-acceptance will be emailed in April 2021; and [2] a second letter with specific session details will be sent after the agenda is set (anticipate receipt by early June. **All accepted symposia or workshop panelists, presenters, and moderators must register to attend the AfRIG 2021.**

Presenters not registered by the Early Bird Deadline will be removed from the Final Program.