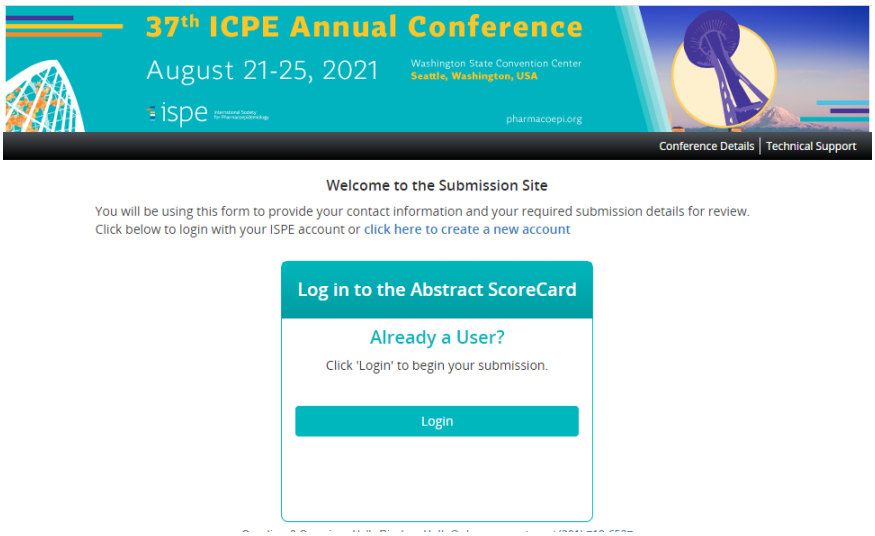
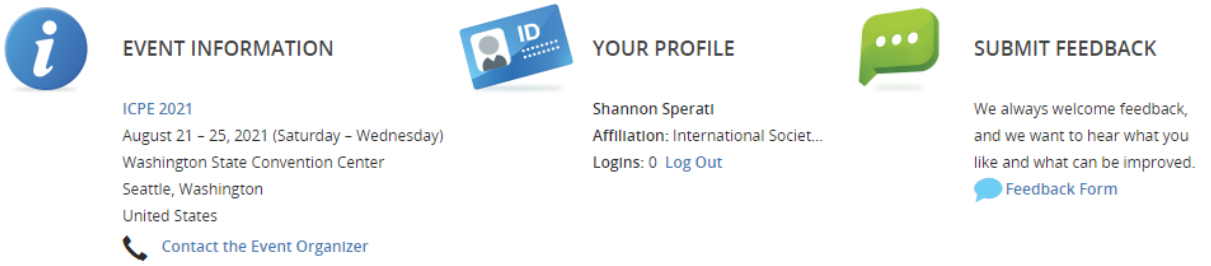
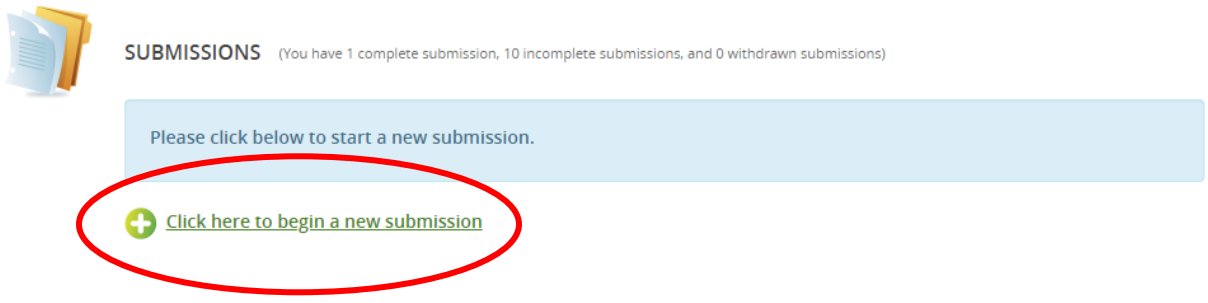
ICPE 2021 Abstract Submission Site



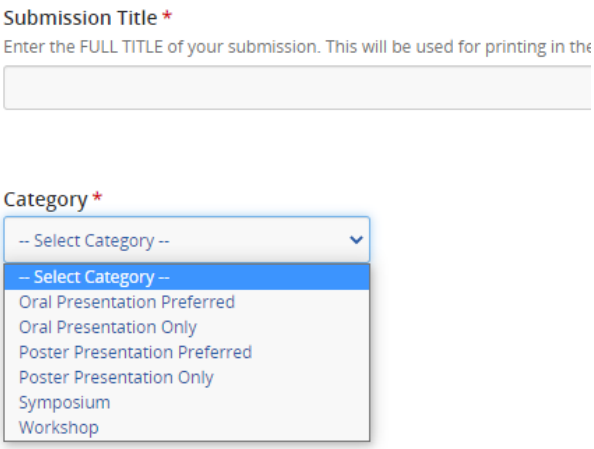
- Login using your ISPE credentials
    - If you don't know your username or password, click "Forgot Username or Password?" and an email with instructions on how to reset will be sent to you.
- Don't have ISPE credentials? Create a new account right from this page
- Read through the Privacy notice and agree – note you will only be asked to do this once

Submissions Page





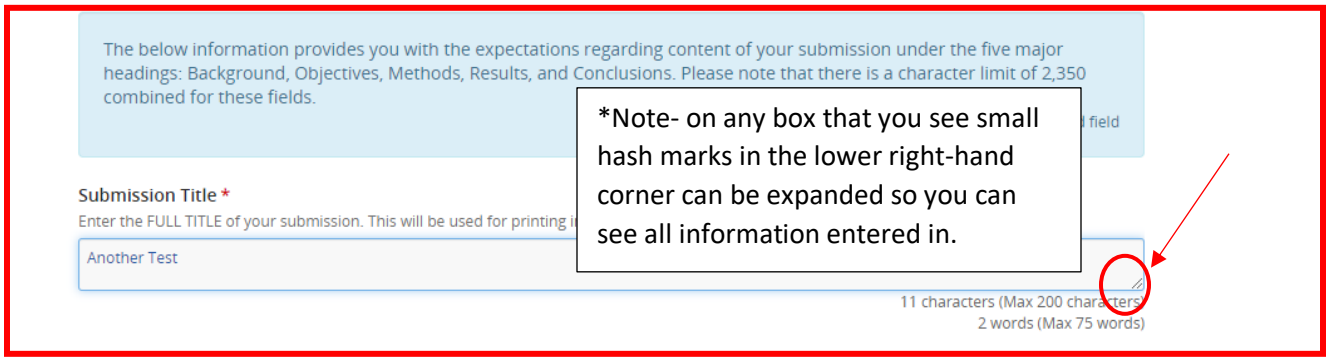
- Click to begin a new submission
- Enter in your Submission Title
- Choose the type of submission



- Click Submit

Task List

Once you have submitted your Title and type of presentation you will be taken to the task list for the abstract.



*Please note, all tasks are required for abstract submission. You must open each task and make a selection, then click continue.

Once a task is complete you will see a green checkmark.

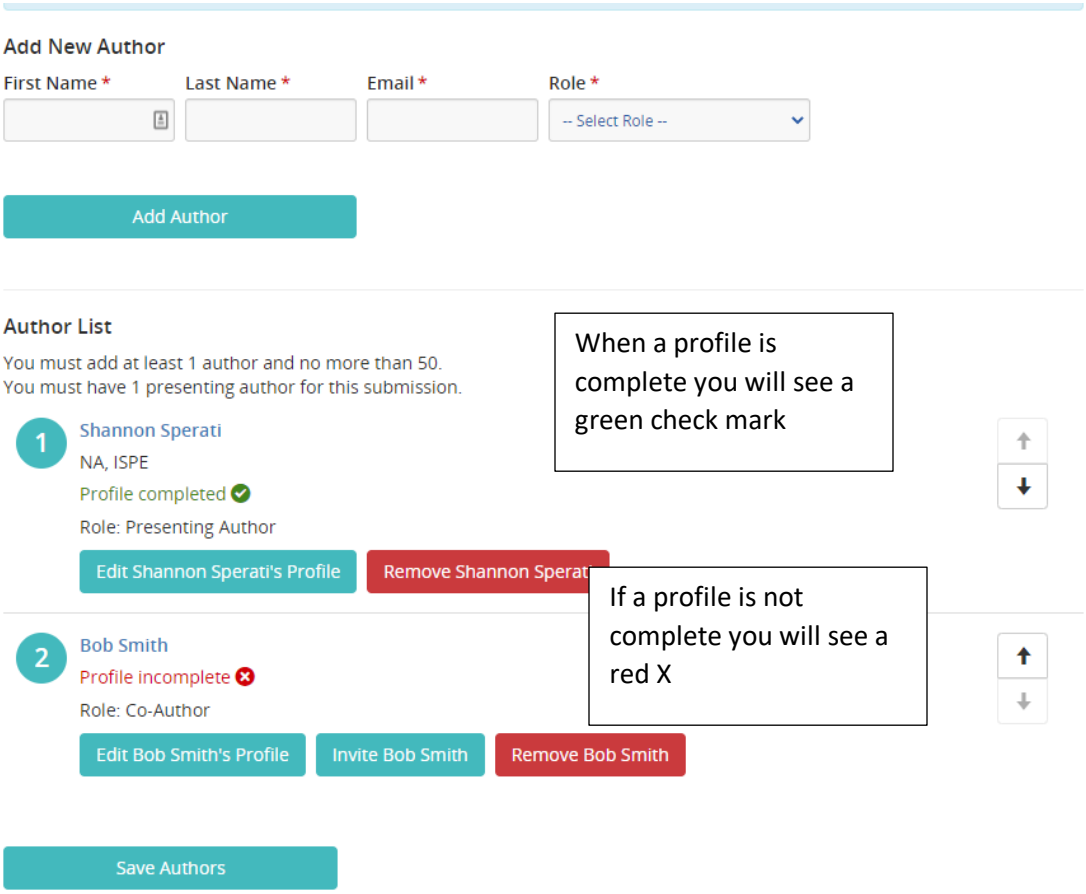


Affirmation

- Please read the two statements on this page and agree
- Click continue

Authors

- Enter in the author name and role
- Only one author can be listed as the “Presenting Author”, all other authors will be “Co-Authors”



- For incomplete profiles:
  - Invite Author to complete the profile by logging in themselves by clicking the “Invite Author Name” box
  - Edit the Authors Profile and complete it on your own

All author profiles MUST be complete before the abstract can be submitted
Once an author profile is complete – this will carry over to any abstract the author is listed on. Author profile can be edited at any time.



If you have not completed a step, but wish to continue working on the abstract, go back to the top of the page and click “Tasks” to be taken back to the task list

Disclosure

- Each Author must complete their disclosure statement
- For Co-Authors
    - Invite them to complete their disclosures by click on the “Invite Author Name” button
    - Complete the disclosure for them
        - You must sign their name to complete the disclosure

Once disclosures are complete, they will carry over to any abstract the author is listed on, this will only need to be completed once, but can be edited at any time.

Abstract

- Complete the required fields for the abstract submissions

Special Interest Groups

- Special Interest Groups (SIGs) are created to facilitate interactions among ISPE members with interests in specialized areas of activity within Pharmacoepidemiology. SIGs may host Spotlight Poster Sessions as part of 2021 ICPE.
- For more information on ISPE’s SIGs visit us online: https://www.pharmacoepi.org/communities/sigs/

Lightning Forum Preference

ISPE's Lightning Forums is a 90-minute session that will organize 3 sets of 4 speakers that have been grouped based on shared themes that emerge from the submitted abstracts.

Each set of 4 speakers will be led by a single moderator with expertise in the theme's area. Presenters will be asked to prepare a 3-minute "lightning/rapid" oral presentation. For this session, speakers will be required to prepare: a) title slide, b) disclosure slide, and c) 2 slides highlighting the key scientific question and rationale of the abstract, the main methods used, key results, and the main conclusions. The Scientific Program Committee will require that the moderator of each grouped theme email in advance each of the presenters in their grouped theme and request their slides and abstract so as to have time to prepare questions, lead the discussion, and prepare a summation slide.

Within each of the 3 grouped themes, each presenter will deliver their 3-minute, 4-slide presentation. Upon completion of the presentation, there will be 2 minutes allowed for questions by the moderator and audience. With four speakers for each theme, there will be 20 minutes of time for the oral presentations for each grouped theme. The final 10 minutes for the grouped theme will be led by the moderator, who will direct questions to and between the speakers and allow additional questions from members of the audience to foster a more interactive oral abstract session. The moderator for a particular theme will conclude with a short 1-slide summation of the presentations and highlight important aspects that emerged during the discussion. Abstracts will be scored as per the Technical Appendix D of the ISPE Policy Manual. The committee will select 4 abstracts for each theme of interest for the lightning forum.

Presentation Release

- Either approve or decline to have your presentation posted in the ISPE Education Center (if selected).

Newcomer Track

The Newcomer Track is designed to encourage researchers submitting for the first time to the International Conference on Pharmacoepidemiology and Therapeutic Risk Management (ICPE), regardless of native language or country of origin. By taking advantage of the Newcomer Track option, researchers will receive feedback from a reviewer on scientific quality, style and language once and will have the opportunity to resubmit their abstract before the final abstract deadline of February 12, 2021. All abstracts submitted to the Newcomer Track before the deadline of January 11 will be reviewed. Early submission is encouraged to provide sufficient time for review and revision of the abstract.

Submitting your Abstract

- Save your submission
- Review your submission
- Click Submit
- A confirmation email will be sent to you for each submission

You can log back in any time before February 12, 2021 and edit your submissions. No edits will be accepted after February 12, 2021.