2017 European Meeting of ISMPP

ISMPP invites you to submit your abstract for the European Meeting of ISMPP, 17-18 January 2017. Please review the Author Guidelines and Frequently Asked Questions (FAQ) before submission. Some abstracts will be considered for oral presentation; authors will receive appropriate instructions if their abstract is selected.

**Author Guidelines**

- **Deadline for submission is 5:00 pm GMT, Monday, 3 October 2016**
- Abstracts must be in MS WORD format and must be 250 words or less, including the title and keywords (author names and affiliations, and references are excluded from the word count). Tables and/or figures are permitted; each table or figure counts for 100 words. Any tables or figures must be in B/W or greyscale; no colored tables or figure are permitted.
- Indicate word count total and three keywords at the end of the abstract
- Abstracts must be structured (as described in the FAQ below)
- At least one author, preferably the lead, must be an active member of ISMPP at the time of abstract submission; first author will be the presenter for if abstract is selected for oral presentations
- An author can appear as first author on only one abstract, but can co-author an unlimited number of abstracts
- **Abstracts that stress the procurement of a commercially available product or service will be rejected. Products or services should be discussed only in the context of other commercially available products. Generic names should be used whenever possible**
- All authors must have participated in the research process or development of the concept discussed, been actively involved in writing the abstract, and approved the submitted version. All authors must provide full disclosure of any financial or employment interests related to the subject matter (disclosure forms must be submitted with each abstract)
- If applicable, editorial support and outside resources must be acknowledged
- **All presenters must register for the meeting;** membership, meeting rates and registration materials will be available in September at [www.ismpp.org](http://www.ismpp.org)
- Abstracts should be submitted to abstracts@ismpp.org, one abstract per e-mail, using the subject line: 2017 European Meeting--Abstract Submission
- Include full abstract title, author names and affiliations, and contact information for the presenting author in the cover e-mail
- All abstracts successfully submitted for consideration of presentation are peer-reviewed and ranked by ISMPP’s Abstract Committee. Abstracts are blinded during the review and scoring process (please refer to the FAQ for additional information)
- Abstracts will be published in the 13th Annual Meeting of ISMPP abstract supplement to CMRO, distributed in May 2017
- ISMPP reserves the right to edit abstracts, if necessary, for clarity, grammar, and length
- References should be kept to a minimum; if needed, they should pertain only to published works (eg, journal articles, book chapters) and not unpublished materials or past presentations
- Original abstracts from the 12th Annual Meeting of ISMPP will be considered, re-reviewed and eligible for acceptance for presentation at the 2017 European Meeting, but they will not be re-published in the CMRO supplement
- Abstracts submitted after the deadline will not be considered
• Methods-only abstracts will not be considered.

• ISMPP permits researchers who wish to utilize a survey to generate data for an abstract/poster to post an announcement/invitation and survey link on ISMPP’s LinkedIn Group page (https://www.linkedin.com/groups/3856518) subject to the following policy guidelines:
  – Permission on the part of ISMPP to post a survey invitation and link does not in any way imply endorsement of the research project or the survey by ISMPP or the Abstract Committees nor does it guarantee acceptance of the submitted abstract.
  – Author(s) are responsible for developing the survey content and format and ensuring that it is available on a host site.
  – All survey content must be in keeping with good publication practices and non-promotional.
  – Author(s) are responsible for posting the survey and subsequent reminder on ISMPP’s LinkedIn Group page.
  – ISMPP permits one reminder post after the posting of the initial invitation.
  – The following disclaimer must be included with your post: “The survey presented represents the work of the individual author(s). The ISMP LinkedIn portal is being utilized as a mechanism to post this survey only and does not necessarily represent the position of ISMPP.”
  – Please be specific in your LinkedIn post as to the type of professional background (ie, pharma, medical communications, publisher) the survey is targeting. We also recommend including detailed language in the survey introduction along with the appropriate demographic variable questions ISMPP reserves the right to review all postings and reject postings with inappropriate content.
  – As with all content posted to the LinkedIn Group page, ISMPP reserves the right to review/reject those with inappropriate content.
Frequently Asked Questions (FAQ)

1. **What is the required format for the abstract title?**
   Capitalize the first word and any proper nouns or adjectives in the abstract title. *Example*: A survey of adherence to the Consolidated Standards of Reporting Trials (CONSORT) guidelines for abstracts.

2. **What is the required format for author names and affiliations?**
   List the **full names of all authors** separated by commas, except for the last author, whose name should be preceded by “and.” Do not include degrees or certifications. Use superscript letters to indicate differing affiliations. List each affiliated organization on a separate line, and include the **name, city, state abbreviation or province, and country**, separated by commas.
   *Example*: Tom Jones\(^a\), Alice Smith\(^a\) and Susan George\(^b\)
   \(^a\)Pharma Pvt. Ltd, Mumbai, India
   \(^b\)Black & Black Pharmaceutical Research & Development LLC, Flemington, NJ, USA

3. **How must my abstract be structured?**
   Organize the abstract into the following sections:
   a) Objective
   b) Research design and methods
   c) Results
   d) Conclusions

4. **What are the requirements for keywords?**
   Three keywords from the predefined list must be indicated following the abstract.
   *Example*: Keywords: Conflict of interest, Best practice, Standards

5. **Are complete sentences required in all four sections of the abstract?**
   Complete sentences containing a subject and verb or verb phrase are required throughout the abstract.

6. **What if the results and conclusions are not available when I submit my abstract?**
   The ISMPP Abstract Committee judges abstracts on the merit of the study and its findings. Abstracts submitted without data and with statements such as “data collection is in progress” or “further data will be presented” will not be accepted. As an alternative, you may wish to submit your abstract for presentation at the 13th Annual Meeting of ISMPP, which has a deadline early in 2017.

7. **How do I BLIND my abstract?**
   Do not include information in the body of the abstract (eg, company names or products) that might identify authors or their affiliations. ISMPP reserves the right to eliminate identifying information should it appear. ISMPP removes author names and institutional affiliations from the top portion of the abstracts before providing them to the Abstract Committee for review.

8. **How should acronyms be presented?**
   Spell them out the first time they appear, followed by the acronym in parentheses; thereafter, use the acronym alone. Should the acronym not be spelled out, ISMPP will attempt to add the missing information, but such additions may adversely affect word count.
9. **Is it necessary to include references?**
   Yes; when referencing previously published work from another author, please include a complete citation at the bottom of the abstract. References are not included in the word count.
   
   Example: Gegeny TP, Klein KP. AMWA’s medical writing certification initiative: where are we now? *AMWA J* 2012;27:184-187

10. **What if the data from a particular study seems to warrant more than one abstract?**
    Results of a single research process should not be split to create multiple. An author who believes justification exists for more than one abstract should send the potentially overlapping abstracts with a cover letter explaining why the dual efforts should not be considered redundant.

11. **How will my abstract be evaluated?**
    With the presentation of high-quality research as the goal, reviewers base evaluations on the following criteria:
    
    a. Originality and innovation
    b. Organization and clarity of presentation, quality of writing
    c. Methodology/study design appropriate for the objective
    d. Potential application of results (practical importance); relevance to the field
    e. Conclusions supported by the evidence reported

12. **Will methods-only abstracts be accepted?**
    No, such abstracts will not be considered.

13. **How will I know if my abstract has been accepted?**
    Authors will be notified of acceptance or rejection of their abstract in **mid-October 2015**. Acceptance notifications will include the type of presentation (poster or oral) and presentation specifications.

14. **When is the final PDF file of my poster due?**
    Final PDF files are due on **Friday, 6 January 2017**.

15. **Will I need to hang my poster on a specific board?**
    Each poster will be assigned a specific board, with the location number displayed in the upper right-hand corner.

16. **Will there be any special recognition for excellence?**
    The acceptance of an abstract is in itself a form of recognition as not all are accepted; however, special recognition is accorded as follows: A limited number of abstracts that are judged to present particularly compelling research will be selected for oral presentation as part of the “Speed Research” session at the European Meeting. Posters will be judged and winners selected in the categories “Best Original Research” and “Most Reflective of Meeting Theme.”

17. **What if the first author is unavailable to deliver the oral presentation?**
    If the first author is not available, **ISMPP must be notified in advance of the meeting and must be provided with the name of the alternate presenter**. The alternate presenter must be an on the abstract and an active ISMPP member.
18. How do I withdraw an abstract or poster?
All withdrawals or cancellations must be in writing and notifications e-mailed to abstracts@ismpp.org by December 31, 2016.

19. Can ISMPP help me distribute a survey I need to generate data for my research project? Because ISMPP is committed to supporting research that supports the medical publication profession, you are permitted to post a survey announcement/invitation and survey link on ISMPP’s LinkedIn Group page; please refer to page 2 of these guidelines for complete information.

20. Whom should I contact with questions regarding abstracts or posters?
E-mail questions to Celeste Williams-Hughes (cwilliams-hughes@ismpp.org).
Keyword List

- Abstracts
- Academia
- Access
- Acknowledgements
- Advocacy
- Alternative Metrics
- Asia-Pacific
- Attitudes
- Auditing
- Authorship
- Benchmarking
- Best practice
- Biotechnology
- Case study
- CER/HEOR
- Collaborations
- Corporate integrity agreement(s)
- Certification
- Certified Medical Publication Professional (CMPP)
- Compliance
- Conflict of interest
- Continuing education
- Cost-efficiency
- Cultural differences
- Disclosure
- Documentation
- Editors
- Education
- Efficacy Data
- Encores
- Ethics
- European Medicines Agency (EMA)
- Financial/finance
- Food and Drug Administration (FDA)
- Gap analysis
- Geography
- Ghostwriting
- Globalisation
- Government
- GPP/GPP2
- Guidelines
- Health literacy
- Healthcare Professional
- Industry
- Journals
- Legal/Regulatory
- Literature search
- Medical communications
- Medical device
- Medical publication profession
- Medical writers/writing
- Metrics
- Original research
- Orphan drugs
- Partnerships
- Patients
- Payment
- Pharmaceutical
- Policies
- Posters
- Promotion
- Publication planning
- Publication timing
- Real world data
- Retractions
- Review manuscripts
- Safety Data
- Smart technology
- Social media
- Standards
- Sub-analysis
- Sunshine Act
- Survey
- Systematic review
- Technology
- Timelines
- Tools
- Training
- Transparency
2017 European Meeting of ISMPP--Abstract Disclosure Form

It is the policy of the International Society for Medical Publication Professionals (ISMPP) that all abstracts considered for presentation at the European Meeting of ISMPP be balanced, independent, objective, and free of commercial bias. All individuals in a position to control the content of the work presented in the abstract must disclose the name of all proprietary entities with which they have financial relationships as well as the nature of these relationships. Disclosure should include the names of all entities that may influence the content of the abstract, results of studies or surveys, or similar. **It is also required that at least one author, preferably the lead, be an active member of ISMPP in good standing at the time of abstract submission.**

**TITLE OF ABSTRACT:**
________________________________________________________________________________
________________________________________________________________________________

**AUTHORS:**
________________________________________________________________________________
________________________________________________________________________________

**NAME OF LEAD AUTHOR (please print):** __________________________________________
________________________________________________________________________________

**PLEASE CHECK ONE:**

☐ I have no relationships with proprietary entities producing healthcare goods or services

☐ I have financial interests with the following proprietary entity or entities that pertain to the information presented in my abstract
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

I attest that the information above is accurate and confirm that I am not receiving direct payment from a commercial entity that has the ability to influence the findings presented in this abstract. I also confirm that I am a member in good standing of ISMPP.

**SIGNATURE** __________________________________________ **DATE**

I have no relationships with proprietary entities producing healthcare goods or services

I have financial interests with the following proprietary entity or entities that pertain to the information presented in my abstract
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