

## Proposal Elements and Requirements

All proposals require entering the “Step 1: General Intake for All Submissions” form before moving on to a “Step 2” form specific to each proposal type. The following table gives an overview of the details of each proposal type, along with word limits and requirements.

Field	Description	Word Limit	Required
<b>Contributed Oral and Poster Sessions:</b>			
<p>Abstracts on research relating to topics of interest to the diverse membership of the Society are requested. Submitted abstracts will be considered for either an oral and/or poster session. Those selected for oral presentations will be grouped where possible with other presentations with a similar theme. Oral presentations are usually allotted 10 to 15 minutes (inclusive of time for questions) each with four to six presented in a session.</p> <p><b>Submitted abstracts will appear in the final program exactly as submitted.</b></p> <p>Contributed abstracts should be as accurate and specific as possible. Preference will be given to abstracts that report completed investigation, analyses, designs or methodological work over those that promise to report a work in progress if accepted.</p> <p>Contributed Oral and Poster Presentation Proposals need to be submitted by December 16, 2019. Whether the abstract should be considered for a paper and a poster session (to be decided by the Program Commit-tee) or poster session only.</p> <p>Individuals can also identify if their abstract should be considered for the Thomas C. Chalmers Student Scholarship or Sylvan Green Travel Award. Please review the SCT website to determine eligibility and requirements.</p> <p>Notifications on acceptance for oral or poster presentation will be communicated in February 2020.</p> <p>Your proposal should contain the following information:</p>			
<b>Abstract Title</b>	Full title of your proposal	-	Yes
<b>Primary Contact</b>	<i>Pulled from Step 1 form</i>	-	Yes
<b>Co-Author (up to 11)</b>	Name, Affiliation, Location, Email	-	-
<b>Additional Contributor(s)</b>	Name, Affiliation	-	-
<b>Abstract Body</b>	Detailed proposal description	500 Words	Yes
<b>Abstract Type</b>	Poster / Oral / Either / Student Scholarship	-	Yes
<b>Student Scholarship</b>	Will attend if not chosen	-	-
<b>Travel Award</b>	Be considered for travel award	-	-
<b>Upload Additional Docs</b>	A single file (zip if multiple files) required for Student Scholarships. Optional for	-	Conditional

	submissions that want to upload content such as graphs, equations, tables or images).		
<b>Upload Slides Agreement</b>	If accepted, agree to have sides on website	-	Yes

**Invited Sessions:**

An Invited Session typically brings together a set of speakers and discussants to present the latest results of important and emerging issues in an area of clinical trials research. Formats vary for invited sessions; however, all are 90 minutes in length and have a session chair. For additional invited session guidance please [click here](#).

**Invited Session Proposals need to be submitted by December 16, 2019.**

Your proposal should contain the following information:

<b>Proposed Session Title</b>	Full title of your proposal	-	Yes
<b>Primary Contact</b>	<i>Pulled from Step 1 form</i>	-	Yes
<b>Speakers (up to 8)</b>	Name, Affiliation, Email, Confirmed	-	-
<b>Additional Contributor(s)</b>	Name, Affiliation	-	-
<b>Session Type</b>	Invited Talk / Panel / Other	-	Yes
<b>Session Description</b>	Written description of session, including focus, content, timeliness, appeal, and relevance to the theme, as well as specific titles for each speaker's talk (if applicable)	1000 Words	Yes
<b>Upload Slides Agreement</b>	If accepted, agree to have sides on website	-	Yes

**Education Workshop Proposals:**

The Education Committee invites proposal submissions for consideration for the preconference educational work-shops and in-conference tutorial sessions.

Pre-conference educational workshops will be offered on Sunday, May 17th, 2020. These are typically short courses on topical methods or issues related to clinical trials typically lasting around 4 hours. The focus will be on education and training and will include hands-on work and plenty of time for questions and discussion. Please include a bullet point description of how the workshop will be structured (e.g. 10-min presentation followed by 30-mins of small group work with hands-on use of software etc.). Pre-conference Workshops are offered at an additional cost to the attendees.

In-conference tutorials will be offered during the main meeting from May 18-20th, 2020. These are interactive sessions on a method or topic related to clinical trials. Tutorial sessions are not intended to be purely didactic but will have plenty of time for discussion and may include small-group work, hands-on use of tools and software, trouble-shooting and 'ask-the expert' time. In-conference tutorial sessions typically last 90 minutes. Please include a bullet point description of how the tutorial will be structured (e.g. 10-min presentation followed by 30-mins of small group work with hands-on use of software etc.).

**Target Audience**

Submitted proposals will be reviewed and scored by the Education Committee, and a liaison identified for each proposal to work in close collaboration with the proponents to address the comments from the Committee. Proposals addressing similar topics will be encouraged to merge together to form a single proposal.

**The submission portal for the pre-conference workshops and in-conference tutorials will close on December 16, 2019.**

For all submissions, please include the following information:

<b>Primary Contact</b>	<i>Pulled from Step 1 form</i>	-	Yes
<b>Additional Presenters (up to 3)</b>	Name, Institution, Email	-	-
<b>Additional Contributor(s)</b>	Name, Affiliation	-	-
<b>Session Type</b>	Pre-Conference Workshop (4 hours), In-Conference Tutorial (90 minutes)	-	Yes
<b>Session Title</b>	Full title of your proposal	-	Yes
<b>Session Description</b>	Detailed session description	600 Words	Yes
<b>Goals of Session</b>	List of session goals	-	Yes