

Elements and Requirements

All submissions require entering the “Step 1: General Intake for All Submissions” form before moving on to a “Step 2” form specific to each submission type.

The following table gives an overview of the details of each submission type, along with word limits and requirements.

Questions? Please contact us at info@sctweb.org.

Invited Sessions

Due September 30, 2022

Proposals for a session which bring together a set of speakers and discussants to present the latest findings on an important and emerging issue in an area of clinical trials research, or which provide an up-to-date overview of a key aspect of clinical trials design, conduct, analysis, or reporting, are very welcome. Proposals with faculty from diverse backgrounds and affiliations are strongly encouraged. The Primary Contact/Author can edit the submission in the portal until the associated submission deadline as indicated on the portal. All session proposals, abstracts, etc. submitted by the designated submission deadline will be considered the final versions. No additional editing can be made after the indicated submission deadlines.

Important Note: All who are invited to participate in the program as Session Organizers, Session Chairs, Moderators, Presenters/Speakers, Discussants, Panelists Oral/Poster Presenters, etc. are required to register for the meeting and pay all applicable fees, attend the meeting in-person, and make their own travel and housing arrangements paying all expenses on own. If your proposal is accepted for inclusion in the program, the Primary Contact and all confirmed faculty listed will receive a form to read, acknowledge, and agree to the terms in formally accepting the invitation to present at the meeting.

Key Information

- Session formats can vary; however, the duration should be 90 minutes in length and there should be a session chair.
- A session typically includes 3-5 participants including the chair.
- Two successful formats used in the past.
 - 2-3 speakers with a discussant, or
 - a structured and planned panel discussion with 3-4 panelists from different perspectives.

Your proposal should contain the following information

- Title in title case format (Example: How to Become an SCT Member). Please Note: If accepted, the title will appear in the printed program guide and mobile app as it is entered in the submission portal.
- Faculty with full names, affiliations, email addresses, and phone numbers for each. Please Note: All listed on the proposal require an email address and phone number for SCT to be able to communicate with them and collect faculty materials. Also, the names and affiliations provided in the submission portal will appear in the printed program guide and mobile app as entered.
- Session organizer (Please add this individual's details below the Speaker section).
- Session chair (Please add this individual's details below the Speaker section).
- Proposed session type (Invited talks, Panel, other).
- Written description of session to include focus, content, timeliness, appeal, and relevance to the theme, as well as specific titles for each speaker's talk (if applicable).

Proposed Session Title	Full title of your proposal	-	Yes
Primary Contact	<i>Pulled from Step 1 form</i>	-	Yes
Session Organizer	Name, Affiliation, Address, Email, Phone Number, Role, Confirmed	-	Yes
Session Chair	Name, Affiliation, Address, Email, Phone Number, Role, Confirmed	-	Yes
Session Participants (up to 6)	Name, Affiliation, Address, Email, Phone Number, Role, Confirmed	-	-
Proposed Session Type	Invited Talks / Panel / Other	-	Yes

Description of Session	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). Submissions that use some form of structured headings (i.e., Introduction, Background, Talk 1, Talk 2, etc.) are preferred as this will enhance the review of the Program Committee and help meeting attendees better understand your session.	1000 Words	Yes
If your proposal is accepted for the program, please check the days of the meeting you and your confirmed faculty are available to present. Check all that apply.	Monday, Tuesday, <i>Wednesday</i> (<i>Please Note: We will do our best to accommodate, but <u>there is no guarantee</u> of when your session will be scheduled.</i>)	-	Yes
Would you like to have your submission considered for publication in the <i>Clinical Trials</i> Journal?	Yes, I would like to be considered for publication in the Journal.; No, I would not like to be considered.	-	Yes

Contributed Presentations for an Oral or Poster

Due November 14, 2022

An abstract for a short presentation of topic relevant to the clinical trials is requested. The Primary Contact/Author can edit the submission in the portal until the associated submission deadline as indicated on the portal. All session proposals, abstracts, etc. submitted by the designated submission deadline will be considered the final versions. No additional editing can be made after the indicated submission deadlines.

Key Information

- Submitter will be requested to specify if they wish to be considered for both an oral and a poster presentation, only an oral presentation, or only a poster presentation.
- Those selected for an oral presentation will be grouped with other oral presentations with a similar theme in the program.
- Papers are usually allotted 15 minutes (e.g., 10-minute presentation, 5-minute Q&A).
- Submitted abstracts should be as accurate and specific as possible as they will be included in the program.
- 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. Similarly, preference will be given to new work and novel topics over reviews without any clear development or progression from previous research and understanding. Training or learning focused submissions should be submitted as educational submissions.
- Submissions with authors from diverse backgrounds and affiliations are strongly encouraged.
- **Important Note:** All who are invited to participate in the program as Session Organizers, Session Chairs, Moderators, Presenters/Speakers, Discussants, Panelists Oral/Poster Presenters, etc. are required to register for the meeting and pay all applicable fees, attend the meeting in-person, and make their own travel and housing arrangements paying all expenses on own. If your abstract is accepted for inclusion in the program, the Primary Contact/Author will receive a form to read, acknowledge, and agree to the terms in formally accepting the invitation to present at the meeting.

Your abstract should contain the following information

- Title in title case format (Example: How to Become an SCT Member). Please Note: If accepted, the title will appear in the printed program guide and mobile app as it is entered in the submission portal.
- Full names (without degrees or professional titles), affiliations, email addresses, and phone numbers for each author. The name and affiliation of the Primary Contact/Author (Presenting Author) provided in the submission portal will appear in the printed program guide and mobile app as entered. Please Note: All listed on the abstract/submission below have been confirmed by the Primary Contact to be listed as co-authors.
- Institutional affiliation, city, state, or country of first author (additional contributors or authors can be added in space provided).
- Text of the abstract (500-word limit).

Abstract Title	Full title of your abstract	-	Yes
Primary Contact/Author	<i>Pulled from Step 1 form</i>	-	Yes
Co-Authors (up to 11)	Name, Affiliation, Address, Email	-	-
Additional Contributors	Name, Affiliation; Name, Affiliation; etc.	-	-
Abstract Body	Detailed abstract description	500 Words	Yes
Contributed Submission Type	Oral or Poster Presentation, Prefer Oral Presentation, Prefer Poster Presentation	-	Yes
Upload Additional Docs	A single file (zip if multiple files) required to upload content such as graphs, equations, tables, or images.	-	Conditional
If your abstract is accepted for the program, please check the days of the meeting the presenting author is available to present. Check all that apply.	Monday, Tuesday, Wednesday (<i>Please Note: We will do our best to accommodate, but <u>there is no guarantee</u> of when your presentation will be scheduled.</i>)	-	Yes

Educational Submissions

Due September 30, 2022

Some of the themes we are interested in for pre-conference workshops/in-conference workshops include

- Clinical trial conduct: recruitment and retention, ethics, study startup/close-out in multi-center trials, international trials, trial evolution over time.
- Patient reported outcomes and patient perspectives in clinical/trials decision making.
- Trial design and/or analysis: innovations in trial methods and outcomes.
- Artificial intelligence and 'data deluge'.
- Data sharing: Preparing, submitting, and accessing trial data from data sharing platforms.

Pre-Conference Workshops are courses on topical methods or issues related to clinical trials typically lasting around 4-hours, though 2-hour sessions will also be considered. 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.). Submissions with faculty from diverse backgrounds and affiliations are strongly encouraged.

In-Conference Workshops are interactive sessions on a method or topic related to clinical trials. In-Conference Workshops may include small-group work, hands-on use of tools and software, troubleshooting and 'ask-the-expert' time. In-conference Workshops typically last 90 minutes. Submissions with faculty from diverse backgrounds and affiliations are strongly encouraged.

Important Note: All who are invited to participate in the program as Session Organizers, Session Chairs, Moderators, Presenters/Speakers, Discussants, Panelists Oral/Poster Presenters, etc. are required to register for the meeting and pay all applicable fees, attend the meeting in-person, and make their own travel and housing arrangements paying all expenses on own. If your submission is accepted for inclusion in the program, the Primary Contact and all confirmed faculty listed will receive a form to read, acknowledge, and agree to the terms in formally accepting the invitation to present at the meeting.

The Primary Contact/Author can edit the submission in the portal until the associated submission deadline as indicated on the portal. All session proposals, abstracts, etc. submitted by the designated submission deadline will be considered the final versions. No additional editing can be made after the indicated submission deadlines.

Your submission should contain the following information

- Primary Contact (with full name and affiliation, email address, and phone number). Please Note: The name and affiliation will appear in the printed program guide and mobile app as entered in the submission portal.
- Whether the submission is tied to the overall theme (including a brief description).
- Category.
- Target Audience.
- Description of how the pre-conference workshop/in-conference workshop will be structured (e.g., 10-min presentation followed by 30-mins of small group work with hands-on use of software etc.).

Primary Contact	<i>Pulled from Step 1 form</i>	-	Yes
Session Organizer	Name, Affiliation, Address, Email, Phone Number, Role, Confirmed	-	Yes
Session Chair	Name, Affiliation, Address, Email, Phone Number, Role, Confirmed	-	Yes
Session Participants (up to 3)	Name, Affiliation, Address, Email, Phone Number, Role, Confirmed	-	
Session Type	Pre-Conference Workshop (4 hours), In-Conference Workshop (90 minutes)	-	Yes
Session Title	Full title of your submission	-	Yes
Session Description	Detailed session description	600 words	Yes
Goals of Session	List of session goals	-	Yes
If your submission is accepted as an in-conference workshop, please check the days of the	Monday, Tuesday, Wednesday (<i>Please Note: We will do our best to accommodate, but there is no guarantee of when your in-conference workshop will be scheduled.</i>)	-	Yes

meeting you and your confirmed faculty are available to present			
If this Educational Submission is not accepted for a Pre-Conference Workshop or In-Conference Workshop, would you like this submission to be considered for an SCT Webinar?	Yes, No	-	Yes

SCT Thomas C. Chalmers Student Scholarship/Sylvan Green Travel Award Submissions

Due October 28, 2022

SCT Thomas C. Chalmers Student Scholarship Submissions

Who is Eligible?

Students currently enrolled in a graduate degree program (Masters, PhD, or DrPH) of an accredited college or university, or post-doctoral fellows (2 years from completing their PhD/DrPH). Previous finalists are not eligible.

Appropriate Topics for Submission

All clinical trial-related issues including (but not restricted to) study design and data analysis methods; meta-analysis; medical, ethical, or legal issues in clinical trials; diversity and inclusion in clinical trials; data entry, management, monitoring, sharing, informatics, software development, and computing as it relates to clinical trials; review of the results or methods of a class of trials; or scholarship in the history of clinical trials. Important papers illustrating applications of novel methodology in clinical trials are particularly encouraged.

Application Requirements

- Applicant must be first author on manuscript.
- At the time of submission, the manuscript should not be published or accepted for publication in a peer-reviewed journal.
- Applicant must attend the SCT 2023 meeting in Baltimore, MD (May 21-24, 2023) to present the paper if selected as a finalist.
- **Important Note:** All who are invited to participate in the program as Session Organizers, Session Chairs, Moderators, Presenters/Speakers, Discussants, Panelists Oral/Poster Presenters, etc. are required to register for the meeting and pay all applicable fees, attend the meeting in-person, and make their own travel and housing arrangements paying all expenses on own. If your abstract is accepted for inclusion in the program, the Primary Contact/Author will receive a form to read, acknowledge, and agree to the terms in formally accepting the invitation to present at the meeting.

Submissions should include:

- An abstract of maximum 500 words.
- A short manuscript of maximum 3500 words, not including title, author names, tables/figures or bibliography; the total number of figures and tables is limited to 4.
- A letter from the student's advisor/mentor or department chair confirming status as a student enrolled in a graduate degree program or post-doctoral fellow at the time of submission.
- The manuscript and letter should be uploaded as a single (zipped) file on the submission portal.
- You must specify that if your submission is not chosen for this award, whether you would like it to be considered by the Program Committee for an oral or poster presentation.

NOTE: Each candidate can only submit one entry. However, candidates can be co-authors (not first author) on other entries.

SCT Sylvan Green Travel Award Submissions

Who is Eligible?

Physicians, dentists, or other health professionals who are engaged as investigators or co-investigators in clinical trials or epidemiology projects. Previous recipients are not eligible.

Appropriate Topics for Submission

All clinical trial-related issues such as study design and data analysis methods; meta-analysis; medical, ethical, or legal issues in clinical trials; diversity and inclusion in clinical trials; data entry, management, monitoring, sharing, informatics, and computing as it relates to clinical trials; review of the results or methods of a class of trials; or scholarship in the history of clinical trials. Important papers illustrating applications are particularly encouraged.

Application Requirements

- Applicant must be first author on manuscript.
- At the time of submission, the manuscript should not be published or accepted for publication in a peer-reviewed journal.
- Applicant must attend SCT 2023 meeting in Baltimore, MD (May 21-24, 2023) to present the paper if selected as the winner of this award.
- **Important Note:** All who are invited to participate in the program as Session Organizers, Session Chairs, Moderators, Presenters/Speakers, Discussants, Panelists Oral/Poster Presenters, etc. are required to register for the meeting and pay all applicable fees, attend the meeting in-person, and make their own travel and housing arrangements paying all expenses on own. If your abstract is accepted for inclusion in the program, the Primary Contact/Author will receive a form to read, acknowledge, and agree to the terms in formally accepting the invitation to present at the meeting.

Submissions should include:

- An abstract of maximum 500 words.
- A short manuscript of maximum 1000 words not including title, author names, table/figure or bibliography; limit to only 1 table or figure. Preliminary results of the study should be included in the summary where applicable.
- The manuscript should be uploaded as a separate file on the submission portal.
- Indicate your credentials for eligibility.
- You may specify that if your submission is not chosen for this award, you would like it to be considered by the Program Committee for an oral or poster presentation.

NOTE: Each candidate can only submit one entry. However, candidates can be co-authors (not first author) on other entries.

Abstract Title	Full title of your abstract	-	Yes
Primary Contact/Author	<i>Pulled from Step 1 form</i>	-	Yes
Co-Authors (up to 11)	Name, Affiliation, Address, Email, Phone Number	-	-
Additional Contributors	Name, Affiliation; Name, Affiliation; etc.	-	-
Abstract Body	Detailed abstract description	500 Words	Yes
Contributed Submission Type	Thomas C. Chalmers Student Scholarship Entry (see additional upload requirements below), Sylvan Green Travel Award Entry (see additional upload requirements below)	-	Yes
Sylvan Green Travel Award:	To be considered for this award, the abstract must be authorized by a health professional (not a student). See additional upload requirements below. Check all that apply: MD (Doctor of Medicine), DDS (Doctor of Dental Surgery), DO (Doctor of Osteopathic Medicine), Other Health Professional	-	-
Upload Additional Docs	<ul style="list-style-type: none"> ● Requirements for Thomas C Chalmers Student Scholarship include 3500-word (max) manuscript and letter (zip files into one upload). ● Requirements for Sylvan Green Award include just 1000-word (max) manuscript. ● Uploading additional documentation is optional for all others submissions. 	-	Conditional
Chalmers/Green Submissions	If your submission is not chosen for either the Chalmers Scholarship or Sylvan Green Award, would you like it to be considered for a contributed presentation? (Yes)	-	Yes