

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.

Questions?
Please contact us at
info@sctweb.org

Invited Sessions **Due November 15, 2021**

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 an key aspect of clinical trials design, conduct, analysis or reporting, are very welcome.

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.
- Speakers with affiliation and e-mail addresses for each.
- Session organizer (please add this individual's details in the additional contributors' section).
- Session chair (please add this individual's details in the additional contributors' 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
Speakers (up to 8)	Name, Affiliation, Email, Confirmed	-	-
Additional Contributor(s)	Name, Affiliation	-	-
Session Type	Talk / Panel / Other	-	Yes
Session Description	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
Upload Slides Agreement	If accepted, agree to have sides on website	-	Yes

Contributed presentations for an Oral or Poster

Due December 6, 2021

An abstract for a short presentation of topic relevant to the clinical trials is requested.

Key Information

- Submitter will be requested to specify if they wish to be considered for both an oral and a poster 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 to 20 minutes (including time for questions).
- Submitted abstracts should be as accurate and specific as possible as they will be included in the conference 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.

Your proposal should contain the following information

- Title in all capital letters with no abbreviations.
- Full names of authors without degrees or titles.
- 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 proposal	-	Yes
Primary Contact	<i>Pulled from Step 1 form</i>	-	Yes
Co-Author (up to 11)	Name, Affiliation, Location, Email	-	-
Additional Contributor(s)	Name, Affiliation	-	-
Abstract Body	Detailed proposal description	500 Words	Yes
Abstract Type	Poster / Oral / Either / Student Scholarship	-	Yes
Student Scholarship	Will attend if not chosen	-	-
Travel Award	Be considered for travel award	-	-
Upload Additional Docs	A single file (zip if multiple files) required for Student Scholarships. Optional for submissions that want to upload content such as graphs, equations, tables or images).	-	Conditional
Upload Slides Agreement	If accepted, agree to have slides on website	-	Yes

Educational Submissions

Due December 6, 2021

Some of the themes we are interested in for workshops/tutorials include

- Clinical trial conduct: recruitment and retention, ethics, study start up/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 Educational 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).

In-Conference Tutorials are interactive sessions on a method or topic related to clinical trials. Tutorial sessions may include small-group work, hands-on use of tools and software, troubleshooting and 'ask-the-expert' time. In-conference tutorial sessions typically last 90 minutes.

Your proposal should contain the following information

- Primary contact (with affiliation and email address).
- Whether the proposal is tied to the overall theme (including a brief description).
- Category.
- Target Audience.
- 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).

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