Guidance for Contributors
to the
2023 Annual Meeting

"Championing High-quality Evidence to Optimize Human Health"

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

<u>Invited Sessions</u>
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. We also strongly encourage submissions with faculty from diverse backgrounds and affiliations.

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.**

<u>Key Information</u>

- 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.

<u>Your proposal should contain the following information</u>

- 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).

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.

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 (i.e., 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.

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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).

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.).

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.

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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.)

SCT Thomas C. Chalmers Student Scholarship
Due October 28, 2022

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.

What the Three Finalists and One Winner Receive

Three students will be designated Thomas C. Chalmers Student Scholarship Finalists and will receive complimentary meeting registration (except for optional ticketed courses/events), travel and hotel expenses to present their papers at the SCT annual meeting Baltimore, MD in May 2023. The three finalists present their papers at the meeting. The winner will then be selected by the SCT Student Scholarship Committee and be presented the Thomas C. Chalmers Student Scholarship Award in addition to a $500 cash prize and a one-year SCT membership.

<u>SCT Sylvan Green Award</u>
Due October 28, 2022

<u>Who is Eligible?</u>

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.

<u>Appropriate Topics for Submission</u>
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.

<u>Application Requirements</u>
- 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.**

<u>Submissions should include:</u>
- An abstract of maximum 500 words.
- A short manuscript of maximum 1000 words not including title, author names, tables/figures, 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.

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

<u>What the Winner Receives</u>
The winner will receive complimentary meeting registration (except for optional ticketed courses/events), travel and hotel expenses to present at the SCT annual meeting in Baltimore, MD in May 2023, a one-year SCT membership, and a $500 cash prize.