

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 contact@sctweb.org.

Invited Session Proposals

Due October 20, 2023

Panel presentations 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 speakers 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 information submitted by the deadline will be considered final as no additional editing can be made after deadlines have passed.

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 to present, and make their own travel and housing arrangements paying all expenses on their 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, and email addresses for each. Please Note: All listed on the proposal require an email address 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).

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

Description of Invited Session Proposal (1000-word limit)	Written description of session, including focus, content, timelines, 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
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	-	Yes

Contributed (Oral and Poster) Proposals

Due December 1, 2023

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 oral and poster presentation proposals 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 oral presentations will be grouped with other oral presentations with a similar theme.
- Oral presentations are allotted 15 minutes (e.g., 10-minute presentation, 5-minute Q&A).
- Submitted contributed (oral/poster) proposals should be as accurate and specific as possible as they will be included in the program.
- Preference will be given to contributed (oral/poster) proposals that report completed work over those that report a work in progress.
- Preference will be given to novel research over topics without any clear development or progression from previous research.
- 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 to present, and make their own travel and housing arrangements paying all expenses on their own. If your oral/poster presentation proposal 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 oral/poster presentation 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.
- Full names (without degrees or professional titles), affiliations, and email addresses 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 contributed (oral/poster) proposal have been confirmed by 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).

Contributed (Oral/Poster) Proposal Title	Full title of your contributed (oral/poster) proposal	-	Yes
Primary Contact/Author	<i>Pulled from Step 1 form</i>	-	Yes
Co-Authors (up to 11)	Name, Affiliation, Email	-	-
Additional Contributors	Name, Affiliation; Name, Affiliation; etc.	-	-
Description of Contributed (Oral/Poster) Proposal (500-word limit)	Detailed description of your contributed (oral/poster) proposal	500 Words	Yes
Presentation 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

Educational Workshop Submissions

Due October 20, 2023

Some of the themes we are interested in for pre-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 panelists from diverse backgrounds and/or 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 to present, and make their own travel and housing arrangements paying all expenses on their 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), Pre-Conference Workshop (2 hours)	-	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 this Educational Submission is not accepted for a Pre-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 November 17, 2023

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 2024 meeting in Boston, MA (May 19-22) 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 to present, and make their own travel and housing arrangements paying all expenses on their own. If your submission 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 (with the total word count included on the first page), 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 selected for this award, whether you would like it to be considered for a 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 2024 meeting in Boston, MA (May 19-22) 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 to present, and make their own travel and housing arrangements paying all expenses on their own. If your submission 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 (with the total word count included on the first page), 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 selected for this award, you would like it to be considered for a 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 selected for either the Thomas C. Chalmers Student Scholarship or Sylvan Green Award, would you like to be considered for a poster presentation? (Yes/No)		Yes