



Guidance for Contributors to the 2026 Annual Meeting

Questions?
Email contact@sctweb.org

Invited Session Proposals

Due October 20, 2025

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 speakers from diverse backgrounds and affiliations.

Important Notes:

- **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 panel presentation 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.**
- **Following submission of the proposal/abstract, any subsequent changes to the presenter(s) must be submitted to the SCT Program Committee in writing by the Primary Contact/Presenting Author via email to contact@sctweb.org. The Program Committee will then consider the request to replace the presenter(s).**
- **Translation services will not be provided.**

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 panel presentation 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, timelines, appeal, and relevance to the theme, as well as specific titles for each speaker's talk (if applicable).

Contributed (Oral/Poster) Proposals

Due December 1, 2025

A Contributed (Oral/Poster) Proposal is for a short presentation of topic relevant to the clinical trials is requested. Submissions with authors from diverse backgrounds and affiliations are strongly encouraged.

Best Poster Presentation Award

Each year, one poster presentation will be selected by the Program Committee to receive a Best Poster Presentation award. If a contributed proposal is selected for a poster presentation and the primary author's status is student, postgraduate, or early career (5-years or less), the primary author will be eligible for the Best Poster Presentation award. To be considered for the award, posters must be displayed in the designated area during the conference by the date and time specified in the program.

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 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 the contributed (oral/poster) proposals that report completed work over those that report a work in progress. Similarly, preference will be given to novel research over topics without any clear development or progression from previous research.
- **Important Notes:**
 - **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 proposed oral/poster presentation 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.**
 - **Following submission of the proposal/abstract, any subsequent changes to the presenter(s) must be submitted to the SCT Program Committee in writing by the Primary Contact/Presenting Author via email to contact@sctweb.org. The Program Committee will then consider the request to replace the presenter(s).**
 - **Translation services will not be provided.**

- **SCT recognizes the use of generative artificial intelligence (AI) as a powerful tool for educators and researchers and encourages its responsible and ethical use. If any form of generative AI is utilized for this abstract it must be clearly acknowledged in the appropriate section(s). It is expected that authors will review any AI-generated copy, figures, images, citations, or statements for accuracy and edit accordingly. Presenting inaccurate AI-generated information or failing to acknowledge AI-generated information will result in disqualification.**

Your contributed (oral/poster) 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 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 oral/poster presentation (500-word limit).

Educational Workshop Submissions

Due October 20, 2025

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.).

Important Notes:

- **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.**
- **Following submission of the proposal, any subsequent changes to the presenter(s) must be submitted to the SCT Education Committee in writing by the Primary Contact via email to contact@sctweb.org. The Education Committee will then consider the request to replace the presenter(s).**
- **Translation services will not be provided.**

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 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 November 7, 2025

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. Topics grounded in applications to current or planned 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 Annual Meeting 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 indicate whether or not you would like to be considered by the Student Scholarship Committee for a poster presentation, if you are not selected as a finalist.

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 (with the exception of optional ticketed courses/events), travel (i.e., economy class roundtrip airfare and ground transportation), hotel, and meal expenses to present their papers at the SCT Annual Meeting. 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 one-year SCT membership.

SCT Sylvan Green Travel Award

Due November 7, 2025

Who is Eligible?

Physicians, dentists, and other clinicians 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 the SCT Annual Meeting 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, 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 must indicate whether or not you would like to be considered by the Student Scholarship Committee for a poster presentation, if your submission is not selected for this award.

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

What the Winner Receives

The winner will receive complimentary meeting registration (with the exception of optional ticketed courses/events), travel (i.e., economy class roundtrip airfare and ground transportation), hotel, and meal expenses to present at the SCT Annual Meeting, a one-year SCT membership, and a \$500 cash prize.

Roundtable Topic Proposals
Submission Deadline: November 7, 2025

A 100-word limit description for a roundtable topic relevant to 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 roundtable proposals submitted by the designated submission deadline will be considered the final versions. No additional editing can be done after the indicated submission deadline.

Key Information

- Roundtables are informal discussions held at the Annual Meeting during lunch on Monday.
- The topic should be conducive to allowing input from all attendees. It is not a lecture from the moderator.
- The description should be specific to the roundtable format, not a cut and paste of a similar submission for a different avenue (e.g. Pre-Conference Workshop, Invited Session Proposal, or Contributed (Oral/Poster) Proposal).
- No AV equipment is available. This format is conversational so no PowerPoint or sharing of documents from your laptop/device should occur.
- **Important Notes:**
 - **All who are invited to participate in the program as Roundtable moderators, 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 their own. If your roundtable proposal is accepted for inclusion in the program, the Roundtable Moderator will receive a form to read, acknowledge, and agree to the terms in formally accepting the invitation to moderate the Roundtable.**
 - **Following submission of the proposal, any subsequent changes to the moderator must be submitted to the SCT Education Committee in writing by the Primary Contact/Moderator via email to contact@sctweb.org. The Education Committee will then consider the request to replace the moderator.**
 - **Translation services will not be provided.**
 - **SCT recognizes the use of generative artificial intelligence (AI) as a powerful tool for educators and researchers and encourages its responsible and ethical use. If any form of generative AI is utilized for this abstract it must be clearly acknowledged in the appropriate section(s). It is expected that authors will review any AI-generated copy, figures, images, citations, or statements for accuracy and edit accordingly. Presenting inaccurate AI-generated information or failing to acknowledge AI-generated information will result in disqualification.**

Your roundtable 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.
- Brief description with talking points to facilitate the discussion (250-word limit) of the roundtable.
- Target audience.
- Who suggested the topic, if applicable.
- Full name, degree/designation, affiliation, email address, and phone number for the submitter
- If the Primary Contact/Submitter will be the moderator, the name of who will be the moderator.