SCREENSHOTS OF ASPET 2025 ANNUAL MEETING ONLINE SESSION PROPOSAL FORM

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Feedback and Support

ASPET2025
Advancing the Science of Drugs & Therapeutics
April 3 - 6 • Portland, OR

Session Proposal Portal
Closes August 29

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Welcome to the ASPET 2025 Call for Session Proposals Submission Site
Complete your submission by 11:59 pm ET on
Thursday, August 29, 2024

Before you begin your application, ensure you have all the materials needed for successful completion. Consult the <u>Before You Start</u> page to assist you in gathering what you will need.

- When submitting your proposal, we encourage you to use different <u>Session Formats</u> and incorporate interactive elements into your session.
- When structuring your proposal, we strongly recommend you include a speaker that will be selected from abstracts. If you have elected to have a speaker chosen from abstracts, the assumption is that one of your speaker slots will be reserved for an abstract speaker that will be chosen at a later date.

As part of ASPET's initiatives to be inclusive, we want to be sure no speaker is prevented from participation at our meeting due to a lack of their own or their company/institution's financial resources. However, our travel funding policies also reflect ASPET's not-for-profit status and mission. Review <u>Financial Assistance from ASPET</u> to understand what ASPET can offer and who can qualify to be a funded speaker.

The proposal submitter will be the one to receive all correspondence and will be solely responsible to communicating proposal status to the other chair and speakers. Please consult our <u>Timeline</u> for notification of proposal status.

If you have any questions, please contact <u>ASPET Meetings</u>.
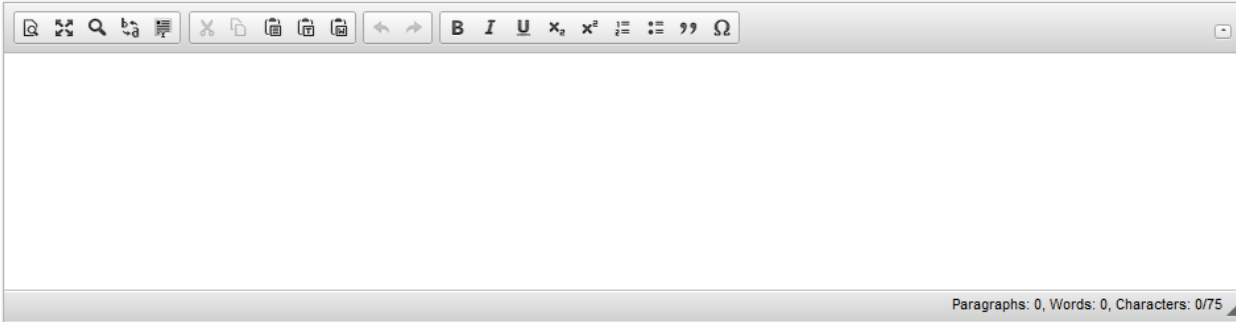
Begin Your Session Proposal Here

▌ **NOTE: Required fields have a red arrow**

Session Title:

Limited to 75 characters (does not include spaces)

Please write your session title in "Title Case." All words are capitalized except for short conjunctions (and, but, for), articles (a, an, the) and short prepositions (as, at, in).

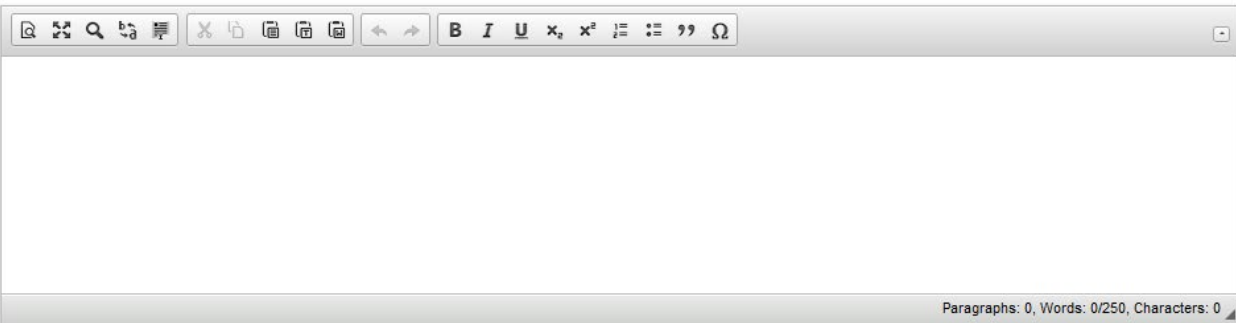*E.g. What Research Says About Teacher or Parent Interventions and Students Outcomes*

Paragraphs: 0, Words: 0, Characters: 0/75

Session Description:

Limited to 250 words

This description will be used in our promotional materials. Your description should identify who will benefit from the session (ideally demonstrating broad appeal), state clear learning objectives, and give accurate expectations for the audience. Approach the description from an audience-member's mindset of "what's in it for me?"

Paragraphs: 0, Words: 0/250, Characters: 0

Topic Areas:

Select the topical areas that best fit your proposed session content. Proposals appealing to multiple topic areas are strongly encouraged; however, be sure you only select topics applicable to your session content so that it can be assigned to the most appropriate reviewers. Selecting non-relevant topics can hurt a proposal.

Link to descriptions of the topical areas.

Topic Areas (check all that apply): ❯

- ☐ 01. Behavioral Pharmacology
- ☐ 02. Cancer Pharmacology
- ☐ 03. Cardiovascular Pharmacology
- ☐ 04. Drug Discovery and Development
- ☐ 05. Drug Metabolism and Disposition
- ☐ 06. Molecular Pharmacology
- ☐ 07. Neuropharmacology
- ☐ 08. Pharmacology Education
- ☐ 09. Toxicology
- ☐ 10. Translational and Clinical Pharmacology
- ☐ 11. Career/Professional Development
- ☐ 12. Other

If you check "12.Other" it will ask you to describe in 4 words or less:

If other, please describe: ❯

|
0 out of 4

Session Format:

Refer to Session Format Descriptions for detailed descriptions.

We strongly encourage leaving space in your program for abstract-based speakers. Please save room for them when listing your speaker information below. If your proposal is for an innovative format that does not fit in the below categories, please contact ASPET Meetings.

Session Length: ❯
- ○ I prefer a 60-minute session. [?]
- ○ I prefer a 90-minute session. [?]

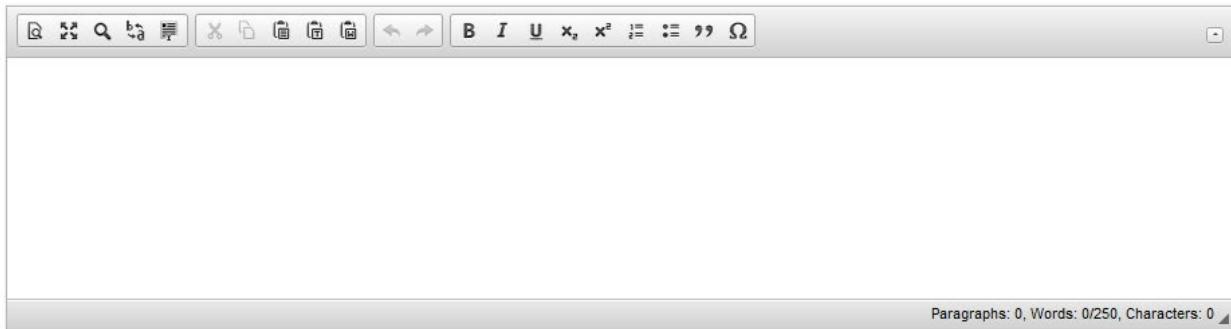Session Format (select one): ❯
- ○ Case-based Lecture
- ○ Competition
- ○ Debate
- ○ Talks with Q&A
- ○ Panel Discussion
- ○ Workshop/Round Table

Hover over Question Marks to see maximum number of speakers the system accepts for each session length..
The link to session format descriptions can be found here.

Session Format Description:

Limited to 250 words

Describe how you will achieve the objectives of your session with your chosen session format, specific expertise of speakers, and presentation style of the speakers, as well as describe any technical tools or special room set-ups you may need.

Paragraphs: 0, Words: 0/250, Characters: 0

DEIA Questions:

Does the proposal include gender balance? ⟩ ○ No ○ Yes

Does the proposal include participants who are either Black, Indigenous, or People of Color? ⟩ ○ No ○ Yes

Does the proposal include any participants who need accommodation for their mental or physical abilities? ⟩ ○ No ● Yes

Please describe: ⟩

The "Please describe" only appears if Yes is checked.

Career Stage:

Do you plan to include abstract based talks by graduate students/postdocs? (If so, please ensure your max. allowed speakers includes students talks). ⟩ ○ No ○ Yes

Check all that are represented in your session as speakers or chairs: ⟩
- ☐ Student
- ☐ Postdoc
- ☐ Early Career
- ☐ Mid-Career
- ☐ Senior Scientist

Work Type:

Check all that are represented in your session:
- ☐ Academia
- ☐ Industry
- ☐ Government
- ☑ Additional Types

Please describe additional type(s):

The "Please describe" only appears if Additional Types is checked.

Prior Participation as Speakers/Chairs:

Have any of your speakers/chairs participated as a speaker or chair within the last two years at the ASPET Annual Meeting?   ○ No   ● Yes

If yes, please indicate the meeting and the session title:

The box to fill in prior meeting/title only appears if Yes is checked.

Financial Assistance:

ASPET Speaker travel funding policies reflect ASPET's not-for-profit status and mission. Review Financial Assistance from ASPET to understand what ASPET can offer and who can qualify to be a funded speaker. However, as part of ASPET's initiative to be inclusive, we want to be sure no speaker is prevented from participation at our meeting due to a lack of their own or their company/institution's financial resources. If your speaker has an undue hardship, please describe specifically the need. ASPET will make every effort to provide equitable support if possible.

Will your speakers require financial assistance in addition to what ASPET is offering in our standard policy? (Note: This is not shared with reviewers and is not a factor in the selection of sessions. Requesting additional support does not guarantee ASPET can provide it.)   ○ No   ● Yes

Please explain:

The "Please Explain" only appears if Yes is checked.

More Information (Optional):

We realize that online forms don't always capture everything you may want to say about a proposal. If you have any other comments for the Program Committee that have not been covered elsewhere, you may use the space below.

Additional Information (optional):

This box has a 300 word limit.

If accepted, would you be interested in submitting a synopsis of your session for publication in the appropriate ASPET journal?

❯ ○ No   ○ Yes

Save & Return   Next ⇒

Page 1 of 4

NEXT SECTION IS WHERE YOU ADD SPEAKER INFORMATION

Create list of Speakers and Chairs

Instructions:

- Add speakers and chairs to this session proposal submission by clicking the "Add People" button.

- When entering your information, please enter the chair(s) first. Be sure to factor in time for introductions/conclusions and allocate that time to a chair.

- If you are a chair and you are also giving a talk, add yourself in twice: one in the chair role and the second in the speaker role.

- **We strongly encourage leaving space in your program for abstract-based speakers.**

- You can enter an abstract speaker by using the "Add People" button. You can search Last Name for "Speaker" or First Name for "Abstract-Based."

- To change a person's role, click on the "role" field for that person in the grid below.

- If you want to re-order your speakers, you can drag and drop them in the position and refresh your page.

Add People

To add a speaker, select the "Add New Person" button at bottom. If you are adding an Abstract-Based Speaker, then type "Speaker" into the Last Name Search box and pick "Abstract-Based Speaker" from the directory.

Person Search

Please search for the person you would like to add.

Last Name

Email

Search

Use Selected Person   - or -   Add New Person

Add the following person to this session

First Name ❯ [_____]

Middle Initial [___]

Last Name ❯ [_____]

Suffix [_____]

Email Address ❯ [_____]

Phone number ❯ [_____]

Company/Institution ❯ [_____]

Department [_____]

Address 1 [_____]

Address 2 [_____]

City [_____]

Do you reside in:
○ Canada
○ Other
○ U.S.

Zip/Postal Code [_____]

Country ❯ [Select Country ▾]

Role ❯
○ Speaker
○ Abstract-Based Speaker
○ Chair
○ Panel Speaker
○ Round Table Speaker

[Add Person]

The next page summarizes all your answers. Review your proposal and either return to Previous page to edit or move to Next page to submit.

Last page is where you submit. If you missed a required question, it will direct you back to complete it.

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Thank You! Your Session Proposal has been saved.

Some required fields are missing

Click here to complete the required fields

DO NOT SUBMIT yet, return to home page