

AAPS Annual Meeting Program Committee (AMPC)

Guideline Document

Purpose: This document is intended to be an evolving guide to assist the Annual Meeting Program Committee (AMPC) in developing consistent policies for conducting the Annual Meeting.

Rationale: Consistency in conducting the Annual Meeting will allow more efficient planning and will allow the members to better understand and participate in the planning process.

Implementation: This Guideline Document should be used by the AMPC each year. The AMPC may make modifications or changes to this document with the approval of the AAPS Executive Council (EC). It is important to maintain consistency in the AMPC policies from year to year, as requested by the AAPS Membership.

Contents:

- 1) General Meeting Content & Time Schedule for Programming Activities
- 2) Procedures for Programming Format
- 3) Procedures for Abstracts Screening & Selection

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1) General Meeting Content & Time Schedule for Programming Activities

One of the first responsibilities of the AMPC is to select a theme for the plenary session at the Annual Meeting. AMPC members should review prior themes to avoid repetition. The Co-Chair will generate a list of potential themes and hold a teleconference with AMPC members at least 16-18 months prior to the Annual Meeting. After selection of 2 or 3 potential themes for the plenary session, the Co-Chair will assemble a proposed list of speakers based upon these themes. The Co-Chair may also solicit the assistance of the AMPC or other AAPS membership in generating the lists of plenary speakers. The tentative theme and plenary speaker list should be agreed upon by the AMPC at least 10-12 months prior to the Annual Meeting. The Co-Chair will contact the plenary speakers prior to the preceeding year's Annual Meeting and provide an update to the AMPC, preferably, at the preceding year's Annual Meeting.

In addition to the plenary session and theme, the Co-Chair and Chair should generate a list of potential keynote speakers at least 16-18 months prior to the Annual Meeting. A teleconference should be held with the AMPC and the AMPC should rank order the keynote speakers. The Co-Chair will work with AAPS Staff to contact the top choice at least 12 months prior to the Annual Meeting. Co-Chair is encouraged to utilize the AAPS membership as possible contacts for obtaining keynote speakers.

The AMPC will meet by teleconference at least 18 months prior to the Annual Meeting to agree upon programming development such as themes, topics or program formats. The programming content should consider mechanisms for cross-sectional sponsorship of sessions and consideration of the AAPS Mission and Values. In particular, the AMPC is encouraged to consider inclusion of a theme symposia track on one day during the meeting. If a theme symposia program is selected, topic ideas should be solicited from the Sections and the Focus Groups prior to the Annual Meeting submission deadline. The final topic is selected by the AMPC and advertised by the AAPS Staff. In the case of the theme symposia, the AMPC should consider the publication of the meeting proceedings in an AAPS journal. Other innovative programming ideas should be considered based upon member feedback and need. These concepts may include training programs or special workshops. The AMPC must be sure to maintain a high level of scientific programming throughout the meeting and avoid commercialism as much as possible. The AAPS Staff will work with the AMPC to develop mechanisms such as membership surveys at the Annual Meeting to measure the quality and suitability of topics at the Annual Meeting as well as solicit feedback on potential new programming formats.

The time table for completion of activities related to the Annual Meeting must be followed to assure timely programming and avoid cancellation of sessions:

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ANNUAL MEETING PRODUCTION SCHEDULE

- 18 months* AMPC Chair to contact Co-Chair as a reminder to think of possible Keynote Speaker.
- 18 months* CONFERENCE CALL: AMPC Chair to welcome the AMPC and to summarize goals and direction of committee. Remind the AMPC to form their own section committee to solicit programming suggestions, moderators, etc. Emphasize efficiency and also, finalize dates for the subsequent conference calls. Finalize an agreement for program development per the guidelines (see below).
- 17 months* Deadline for ideas concerning topics and speakers for keynote and plenary session to co-chair.
- 17 months* CONFERENCE CALL: AMPC to discuss keynote and plenary session. (AMPC Co-chair will chair this conference call).
- 16 months* AAPS to notify AMPC, Focus Group Chairs and Section Chairs that the submission site is open and the closing date for the submission site.
- Annual Meeting Submission Site opens. Sections are encouraged to have mid-year meetings prior to the opening of the Submission Site to review programming ideas with Focus Groups.
- 15 months* AAPS to send reminder to AMPC & Focus Group Chairs that programming suggestions are required in 30 days.
- 15 months* AAPS to send out letters of invitation to AMPC members for their meeting at the preceding Annual Meeting. Letter will include date, time and place of meeting.
- 14 months* Deadline for all Annual Meeting programming suggestions to AAPS.
- 14 months* Summary of all proposed programming topics to be shipped overnight or, if possible, sent electronically to AMPC.
- 14 months* AMPC members will receive the binder of proposed programming
- 13.5 months* Sections schedule a conference call to discuss the program selections and rankings.

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<i>13 months</i>	AMPC meets by teleconference to review programming sponsored by more than one section and evaluate opportunities for co-sponsorship of sessions.
<i>13 months</i>	Rankings to be sent to Program Chair
<i>13 months</i>	Program Chair sends out listing of programming selected for rankings by Sections for open slots. AMPC members must then rank all program proposals per guidelines (see below) and the agreement made at 18 months.
<i>12.5 months</i>	AMPC members submit their rankings for open slots and a teleconference is held to discuss and agree on accepted proposals for open slots.
<i>12.5 months</i>	Program Chair sends out preliminary grid to AMPC and AAPS Staff.
<i>12 months</i>	AMPC meeting at Annual Meeting to review and finalize program grid.
<i>11 months</i>	Send reminder that preliminary program information is due
<i>10 months</i>	Sections should contact session organizers to finalize speaker list and determine needs for travel reimbursement.
<i>9 months</i>	AAPS to mail Call for Papers for Annual Meeting
<i>9 months</i>	Sections should determine if the total of the reimbursement requests are within the allotted funding provided by AAPS
<i>9 months</i>	Preliminary program information is due to AAPS. Information to include exact title, speaker names, addresses, presentation titles, etc.
<i>8 months</i>	AAPS to send letters of invitation to all speakers. (These letters will confirm date, time and title of speaker's session. They will also confirm reimbursement amount).
<i>7 months</i>	Site opens for speaker submission of bio & abstracts
<i>7 months</i>	Marketing Dept. to send preliminary program to printer
<i>6 months</i>	Speaker kits mail
<i>6 months</i>	Final date for contributed paper submissions

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<i>5 months</i>	Preliminary program mails
<i>5 months</i>	Final date for speaker submissions of bios & abstracts
<i>5 months</i>	All final changes for final program are due from organizers
<i>2 months</i>	Abstracts and On-Line Scheduler posted on Web
<i>2 months</i>	Speaker AV presentation packets to be mailed to speakers
<i>2 months</i>	AAPS to mail moderator kits
<i>2 months</i>	AAPS sends final program to printer
<i>1 month</i>	Final program delivers to mailing house for insertion into registration bags.
<i>2 weeks</i>	Ship to Annual Meeting

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2) Procedures for Programming Format

The objectives of these procedures are to ensure more interaction between Sections and foster co-sponsorship of programs in the Annual Meeting. The AAPS Staff will procure the appropriate conference meeting space and determine the number of rooms available and the occupancy limits of each room for each day of the meeting by the time of the first AMPC conference call. Using this information, the AAPS Staff will determine the number of slots available for Format A sessions (3.5 hr session, with a maximum attendance of >400 people, e.g. symposia), Format B sessions (2 – 3.5hr session with a maximum attendance of 85-150 people, e.g. interactive symposia and poster podiums), Format C sessions (2 hour session with a maximum attendance of 85-100 people, e.g. roundtables) short courses, hot topic sessions and sunrise schools.

The AMPC will solicit proposals from the AAPS Membership for programming. The following requirements must be met for all Format A sessions: 1) session should include a minimum of 1 speaker selected from submitted abstracts (see Section 3 below) or a panel discussion; 2) speakers are limited to a maximum of 25 min presentation; 3) it is recommended to avoid inviting the same speaker in consecutive years; and 4) speakers are encouraged to present new material; and 5) session should be limited to no more than 5 speakers.

Format A Programming Types (3.5 hrs, Large audience)

- Symposium = up to 5 speakers including one from submitted abstracts or up to 4 speakers with open panel discussion

- Interactive Symposium = up to 4 speakers, panel discussion, large audience size (topic or speakers of high interest to membership, broader than roundtable)

Format B Programming Types (2 - 3.5 hrs, Small audience)

- Mini-Symposium = up to 3 speakers, panel discussion, limited audience size

- Poster/podium = limitation on speakers depends on room space for poster boards (2 sessions (1.5 hr each) with a 0.5 hr break may be permitted)

Format C Programming Types (2 hrs, Small audience)

- Roundtable = up to 3 speakers with open discussion

The following procedure must be followed to select submitted programming proposals:

- i) Sections and Focus Groups will review and rank all the proposals relevant to their Section. Meeting slots will be designated as Format A and Format B. The content of each format is limited by time available and attendance. Program submitters will be informed of these limitations when selecting a format for their

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- programming proposal.
- ii) Each Section will be guaranteed at least one (1) Format A and one (1) Format B or one (1) Format C slot for the Annual Meeting. The exact number of allocated slots will be agreed upon at a meeting 18 months prior to the Annual Meeting.
 - iii) Prior to review and ranking of open slots, AMPC members will meet by teleconference to discuss programming proposals that may be sponsored by more than one Section. If opportunities for joint sponsorship of programs are identified by the AMPC, the AMPC members will work with each Section's Executive Committee to obtain approval for joint sponsorship. Jointly sponsored programs are more likely, although not guaranteed, of receiving placement in open slots due to prioritization (high ranking) by more than one Section.
 - iv) Rankings must be submitted to the AMPC Chair and Co-Chair at least 2 months prior to the preceding year's Annual Meeting (date to be determined and communicated by AMPC at time of proposal solicitation). AMPC may determine a late penalty for delayed ranking submissions and communicate this penalty along with the deadline to the Section chairs. Rankings for the initial Section review and overall AMPC review will use the Ranking Sheet (See Appendix A).
 - v) The rankings for each programming proposal submitted by the Sections will be distributed to the AMPC. The AMPC will agree upon how many proposals will be evaluated for non-allocated (open) and allocated sessions. Then, the AMPC will review the top choices submitted by each Section (recommend > 10 per Format for consideration in rankings) and rank top choices (recommend > 5 per Format in the final ranking sheet; top 5 choices) with the ability to include their Section's choices as only one third of their Section's final ranking list. For example, if the AMPC agrees to review 12 proposals (e.g. 12 open sessions of each Format) of each format from each Section, each Section would then be expected to provide an overall ranking listing 12 proposals for each format of which only 4 proposals could be from the Section submitting the ranking. The final overall rankings would be tabulated by the AMPC Co-Chair and distributed to AMPC members. A meeting or teleconference will then be held to agree upon the final selections. Based on this meeting, the agreed upon final top choices will then be distributed to AMPC. Remaining slots for Format A or B programs that are not allocated from the ranking process will be equally distributed to the Sections, if possible. A final conference call will be held 1.5 months prior to the Annual Meeting to agree upon all the accepted program proposals for the draft program grid.
 - vi) AMPC Chair and Co-Chair will put together a preliminary Program Grid listing all the accepted proposals. Every effort should be made to avoid programming conflicts between sessions and with the Poster Sessions (see Section 3 below).

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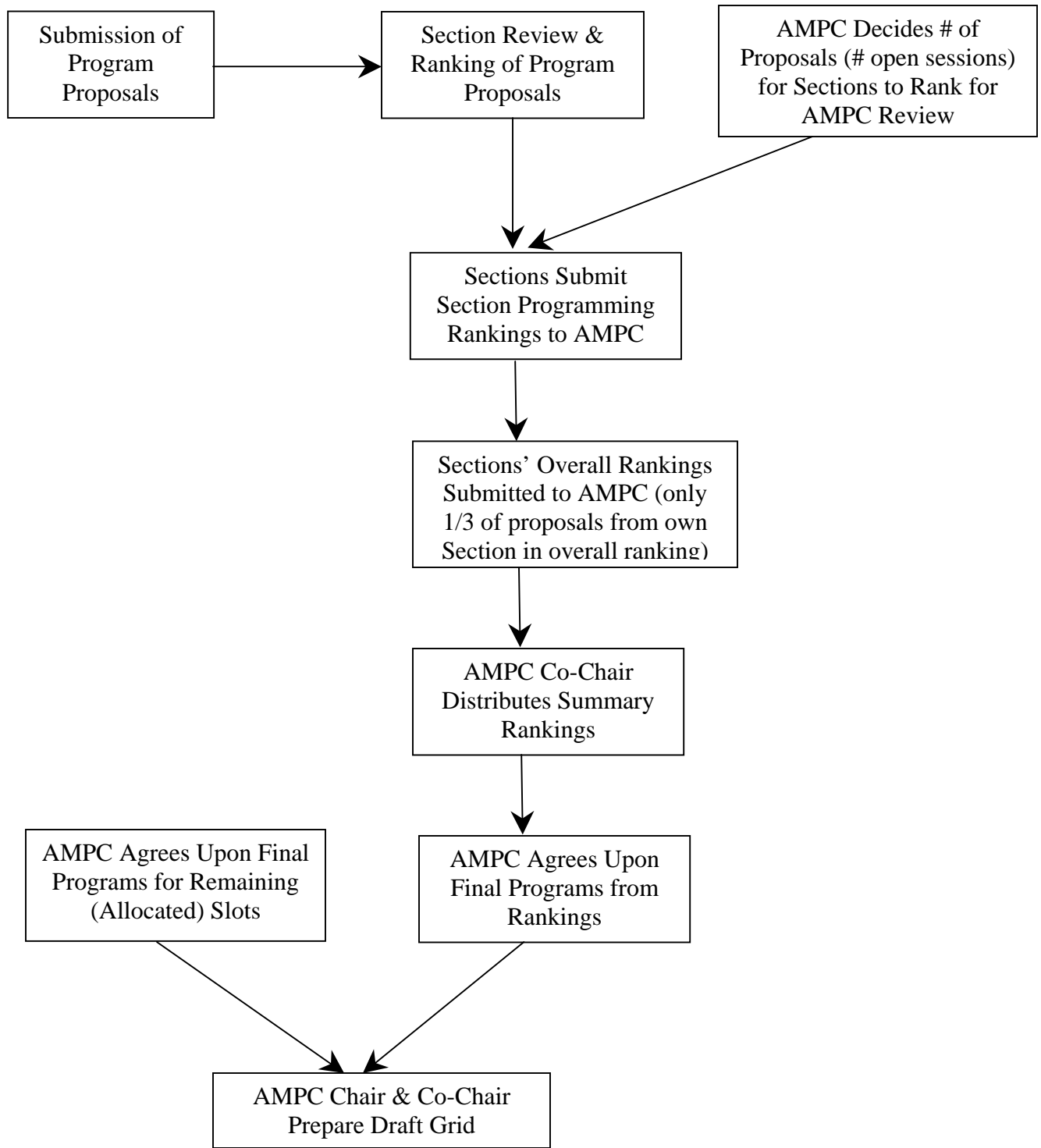
The preliminary Program Grid will be submitted to the AMPC 1 month prior to the preceding year's Annual Meeting.

- vii) The AMPC will meet at the preceding year's Annual Meeting to finalize the Grid and make any modifications or substitutions as agreed upon at this meeting.

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Program Selection Process Diagram



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3) Procedures for Abstracts Screening & Selection

The abstract screening process for the Annual Meeting is critical to the success of the meeting as well as assuring an opportunity for scientists to present their 'late-breaking' research at the meeting. The abstract submission process should include the request for a podium or poster presentation. The symposium proposals selected from Section 2 above that include slots for submitted abstracts must be listed on the abstract submission web page as a submission option (e.g. request consideration as a presenter). The AAPS Staff will send out a listing of the symposia accepting submitted abstracts as part of the 'Call for Papers' publications and will include this information on the AAPS Pharmaceutica Web Site.

The abstract selection process involves distribution of the submitted abstracts to the Screening Chairs for each Section. The criteria for evaluation of abstracts will be posted and updated as needed on the AAPS website in advance of the Call for Papers. The Screening Chairs should work with the Section Chairs to identify at least one reviewer per abstract submission. Session moderators are encouraged to be a screener for the topic associated with their session. The Screening Chair will be the final decision maker under the following conditions: 1) if only 1 reviewer is used and reviewer rejects the abstract, or 2) if two reviewers disagree on acceptance of the abstract. The abstracts submitted to the symposia accepting these abstracts will be ranked by the Screening Chair(s) from the Section(s) sponsoring the symposium. This ranking along with the abstracts will be submitted to the symposium chairs for review and final selection of abstracts for the symposium. The AAPS Staff will work with the symposium chairs in contacting the accepted abstracts for the symposium. If the symposium chairs determine that none of the abstracts have sufficient merit for a podium presentation, they may elect to hold an open panel discussion in lieu of the submitted abstract presentation.

After acceptance of abstracts for the poster sessions, the abstracts should be organized by topic area and Section. The Section Chairs or Screening Chairs are encouraged to minimize the number of key word or subject area listings in the topic list, if possible. It is also recommended to group the posters according to topics that overlap across Sections whenever possible. Selection of poster topics for time slots during the Annual Meeting must be performed at least 4-5 months prior to the Annual Meeting. The Screening Chairs will submit a listing of posters per topic area and the AAPS staff will determine the number of poster slots available for each poster time slot. The AMPC Chair will review the listings and prepare a preliminary grid of the poster topics in the Annual Meeting Program Grid. The AMPC Chair will discuss with the AMPC Co-Chair and Screening Chairs or Section Chairs to review the proposed grid and finalize the poster slots at least 4-5 months prior to the Annual Meeting.

All appeals of rejected abstracts must first be communicated to AAPS at appeal@aaps.org within three days of notification. Appeals received within three days of

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original notification date will be sent on to the Screening Chairs. Appeals received after that time will not be forwarded to the Screening Chairs.

The Screening Chair of the section to which the abstract was submitted will review the abstract again. The submitter will be contacted via email with the decision within a week.

If the Screening Chair upholds the original rejection, the author may then appeal to the Section Chair via AAPS staff. The Section Chair will then contact AAPS with his/her decision and AAPS will send an email to the author informing him/her of the decision. The Section Chair has final say in all abstract appeals for the meeting. Any appeals to other AAPS members will not be entertained.

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APPENDIX A

AMPC PROGRAM PROPOSAL RANKING SHEET TEMPLATE

Sponsor Section	Program Proposal #	Ranking of Scientific Merit (1-5)	Ranking of Interest to General Membership (1-5)	Ranking of Proposal Quality (1-5)	Ranking of Significance to Pharmaceutical Science (1-5)	Total Ranking (Sum/4)	Sponsored by more than 1 Section? (Y / N)	Section Co-Sponsor

Note: Lower ranking value (e.g. 1) is preferred = better program proposal.

Ranking Process:

Scientific Merit: The scientific merit of the proposal should be reviewed and judged by those knowledgeable in the field, if possible. A high quality scientific contribution would be ranked as 1 and a poor scientific contribution ranked as a 5.

Interest to General Membership: The value of the programming proposal to the general membership should be evaluated for consideration of the program. For example, if the program has a broad impact on pharmaceutical sciences, it should be ranked 1, while a program with a very narrow focus may be ranked 5.

Proposal Quality: The quality of the programming proposal should be evaluated based upon the content of the submission. Submissions lacking sufficient detail or listing of speakers should be ranked 5. If the programming proposal ranks high in other areas, AMPC Section representatives may work with the submitter to improve proposal quality.

Significance to Pharmaceutical Science: The impact of the programming proposal on the field of pharmaceutical sciences should be evaluated. If the proposal provides valuable new insights or has unique groundbreaking research, it should be ranked 1, while program proposals include topics that have been covered in recent (e.g. within 2 years) AAPS meetings may be ranked 5.

Total Ranking: Sum the rankings from the previous 4 columns and divide by 4 to provide the overall ranking value.