2019 ACCP Annual Meeting Frequently Asked Questions

What are the deadlines for abstract submission?

June 15, 2019 (except Research-in-Progress, see below)
July 15, 2018 (Research-in-Progress Abstracts for Students and Residents and Fellows, only)

What are the notification dates for accept/decline decisions?
Notification by August 15, 2018 (including Research-in-Progress (RIP))

Do I have to be an ACCP member to submit an abstract to the 2019 Annual Meeting?
No. All investigators in the field of clinical pharmacy and clinical pharmacology are welcome to submit abstracts.

Do I have to be registered for the meeting in order to present my poster?
Yes. All poster presenters *must* be registered for the meeting in order to present their poster. Presenters must either be registered for the full meeting or have a one-day registration for the day of their presentation.

Does ACCP offer travel stipends or complimentary registration to poster presenters?

Students, Residents and Fellows:
ACCP offers travel stipends and/or complimentary meeting registrations to help defray the costs students, residents and/or fellows incur when traveling to attend an ACCP national meeting. Student Travel Awards are administered through the ACCP Research Institute and are funded by the Student Travel Award Fund. For more information and to apply visit: https://www.accp.com/stunet/award.aspx.

In addition to ACCP Student/Resident/Fellow Travel Awards, some PRNs also provide travel awards to defray costs associated with attending the ACCP Annual Meeting. For more information visit: https://www.accp.com/stunet/award.aspx.

How many abstracts can I submit as first author?

Authors may submit an unlimited number of abstracts

How many characters can be included in my abstract?

All abstract categories have a 300 word-count limit, including tables. This abstract word limit does not include the abstract title, author names or affiliations. Encore Presentations are excluded from this word-count limit.

May I include a table, graph or image in my abstract?

Tables may be included in the abstract. Figures and images are not permitted within abstracts.

Do I have to enter my abstract in a specific format?
All abstracts, except for Encore Presentations, must conform to a structured format, and include ACCP-required headings. The required headings differ based on submission category. See the general instructions section for required headings.

Can I revise my abstract after it has been submitted?
You can edit your abstract until the submission deadline. After the deadline, abstracts cannot be edited.

If I would like to withdraw my abstract what should I do?

To withdraw your abstract prior to the abstract deadline, login to the submission site and withdraw your abstract. After the abstract deadline, email senders@accp.com or abstracts@accp.com to have your abstract withdrawn.

When and how will I receive notification about the status of my abstract in the program?

Presenting authors, including Research-in-Progress, will receive email notification of acceptance or declination no later than August 15, 2019.

May I submit my abstract to the 2019 ACCP Annual Meeting if it was previously presented as Research-in-Progress at another meeting?

Yes, work presented previously as research-in-progress may be presented as a *new* abstract when the research has been completed.

In addition, a previously presented abstract may form the basis for a *new* abstract to be submitted (i.e., not an Encore presentation) for consideration in the Original Research category if the previous abstract:

1. was a descriptive report of planned research only,
2. described preliminary results only and complete results are now available (i.e. Research-in-Progress),
3. was presented at a student, resident, or fellow conference focused on gaining presentation experience and/or formative feedback,
4. was presented at an ACCP Chapter or PRN event, or
5. conclusions have been added/modified based on a new hypothesis and data analysis of the original results database.

May I submit my abstract to the 2019 ACCP Annual Meeting if it was already presented at another meeting?
Original research findings presented or published elsewhere (*in abstract form only)* , but important to clinical pharmacy, are encouraged as "Encore" submissions.

- Abstracts submitted for Encore Presentations must not be modified from the previously presented/published version. This includes the title, authors, and abstract body. The presenting author may change, but they must be an author on the original abstract.
- The same abstract may not be presented at more than one national ACCP event.
- Only the abstract title and authors will be published in *JACCP*.
- Encore Presentations will not be eligible for the Best Poster Awards.
- Submit Encore Presentation abstracts as either Original Research, Systematic Review/Meta-Analysis or Case Reports. Select the appropriate abstract category (e.g., Original Research, Systematic Review, etc.) when prompted. Provide the original citation when prompty, and a copy of the original abstract in the Abstract Text section of the submission database.

May I submit work that was already published as a manuscript?
No. The submitting author must verify at the time of submission that the manuscript will *not* have been published *prior to* presentation at the 2019 ACCP Annual Meeting.

If I am a co-author on an abstract can I give the presentation?
Yes. The person presenting the poster <u>MUST</u> be listed as an author on the corresponding abstract (including Encore Presentations).

If I am unable to attend the 2019 ACCP Annual Meeting Global Conference on Clinical Pharmacy to present my poster, will my abstract still be published online in JACCP?

No. All posters MUST be presented by an author at the assigned time for it to be published in JACCP after the meeting.