

# Call for Session Proposals PSWC 2020

Submission website:

<https://b-com.mci-group.com/AbstractSubmission/PSWC2020/PSWCSES.aspx>

## STEP 1

**fip** **MONTREAL PSWC 2020**  
22-27 May

Registrations | New Registration | Session Submissions | New Session Submission | Profile

### Session Submission

**7th FIP Pharmaceutical Sciences World Congress**

> The online submission system will guide you through the submission of your session.

> Please read the following instructions in order to submit your session correctly [Instruction Session submission page](#)

> You are disconnected after 30 minutes of inactivity. Please be aware that the system is only active when pressing on "next" or "save". Typing is NOT considered as being active.

> Please note that ONLY the person who submitted a proposal can edit it.

[Browser requirements](#) [Contact us](#)

#### Connect to B-Com

##### EXISTING USERS: LOGIN

Please enter your username and password

Username:\*

Password:\*

[Forgot password?](#)

##### NEW USERS: CREATE AN ACCOUNT

Please enter all required information in order to start creating your account

First Name:\*

Last Name:\*

Email:\*

(\*) required field

Please enter all required information to start your application.

## STEP 2

- > On this page you provide your session submission contact information which is needed to manage your session submission.
- > Once you have completed the information on this page, click on the "Next" button to proceed to the next section.
- > **Browser Requirements:**  
Internet Explorer 7.0 or higher, Mozilla Firefox 3.0 or higher are required. In order to use your profile you need to enable JavaScripts and cookies in your browser. Click here to find out how to activate JavaScripts in Internet Explorer and Firefox.
- > If you experience any problems, please contact us.

Welcome to the B-Com account creation page.

Through this account you will be able to:

- > Submit your session

### Profile

All correspondence regarding the session will be sent by email to the contact details provided on this page

Gender:	< Please select a value >
Title:	< Please select a value >
First Name: *	Testy
Last Name: *	Testym
Email: *	ymke.pol@mci-group.com
Job Title:	

### User Account

Please create below your local user account.

This will allow you to access all services:

- Manage your personal contact details
- Modify your submission: Add/Modify/Cancel session submission

The setup of a user account is necessary in order to be able to return and make changes, and final submit your session. The account creation requires a confirmation. In order to do so an email will be sent to you with the required instructions

User Name: *	
Password: *	
Password Strength:	<div></div> <div>At least 8 characters. Must include at least 1 number.</div>
Confirm Password: *	
Security Question: *	
	If you forget your password we will ask for the answer to your security question.
Security Answer: *	
	At least 5 characters. Lower and upper case allowed.

Please submit the missing profile information and create your user account so you are able to return and make changes, and final submit your session. The account creation requires a confirmation. In order to do so an email will be sent to you with the required instructions.

Please check the box in order to agree with the European Union General Data Protection Regulation

### Contact consents

#### Data privacy abstract/session submitter

The abstract/session submitter agrees and warrants that for his/her own data and co-authors' data:

- The personal data has been collected, processed and transferred and will continue to be collected, processed and transferred in accordance with the relevant provisions of the applicable data protection law (and, where applicable, has been notified to the relevant authorities).
  - The transfer to, and processing by, MCI pursuant to this Agreement is not prohibited by a statutory or contractual duty of confidentiality.
  - prior to any transfer of personal data, it has informed the data subjects and has complied with any notification and/or registration set forth by the applicable data protection law; in particular, the intended purposes of the collection, processing and transfer of personal data have been communicated to the data subjects;
  - The data subjects are provided with their right of access, correction, blocking, suppression or deletion as available under applicable data protection law;
  - it has taken and will take all reasonable measures to verify the correctness of the personal data and ensure that incorrect or incomplete personal data will be corrected, completed or destroyed prior any transfer of such data to MCI;
  - it will inform MCI of any specific requirement from any data subject or any relevant authority on how personal data should be processed;
  - it will inform without delay MCI of any request from any data subject or any relevant authority to rectify, update or delete any personal data;
  - After assessment of the requirements of the applicable data protection law, it will ensure that the security measures are appropriate to protect personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access, in particular where the processing or transfer involves the transmission of data over a network, and against all other unlawful forms of processing, and that these measures ensure a level of security appropriate to the risks presented by the processing and the nature of the data to be protected having regard to the state of the art and the cost of their implementation;
  - it will provide MCI, when so requested, with copies of relevant data protection laws or references to them of the country in which the abstracts submitter is established;
  - it will respond to enquiries from data subjects and authorities concerning processing of personal data by MCI;
  - it will notify within 72 hours [MCI] of any actual, potential or alleged breach of the provision of this Clause;
- ☒ The abstract/session submitter hereby commits with the present Data Protection and Privacy Policy.

(\*) required field

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## STEP 3

[Contact Information](#) **Declaration** [Session Classification](#) [Submitting Author](#) [Session Content](#) [Session Preview](#) [Confirmation](#)

### Session Proposals

**Declaration**

- Only session proposals submitted via this official web portal will be considered during the competitive selection process for the limited spots on the Congress program.
- Submitter of a session proposal acknowledges the independence of the Programme Committee to select sessions according to predefined criteria as outlined in the "FIP IN-03 Internal Guidelines on FIP Congress Planning". In particular, this includes:
  - Best fit with designated theme and/or featured topic tracks of the Congress
  - Collaboration between FIP stakeholder such as FIP Special Interest Groups (SIGs), Predominantly Scientific Member Organizations (PSMOs), FIP Sections, FIPEd, and FIP Observer Organizations that demonstrate integration of science with pharmacy practice, and/or pharmaceutical education. Submitter of collaborative session proposal assures prior communication and agreement with participating FIP stakeholders.
  - Well-defined and scientifically sound purpose of the proposed session
  - Clearly articulated learning objectives
  - International perspective, with relevance for developing and economically advanced countries (e.g., exemplified by suggestions for geographically diverse speakers).
  - Focus on recent advances/innovation rather than 'status quo' description of session content
  - Interactive and/or other creative content delivery approaches that actively engage the audience
- Organisers of session proposals selected by the Programme Committee for presentation at the Congress accept responsibility to support promotional activities by providing session-specific information to the FIP Head Office according to established deadlines. Failure to comply with these deadlines may result in cancellation of the session.
- Organisers of session proposals selected by the Programme Committee for presentation at the Congress accept responsibility to assist FIP Head Office obtaining permission from session speakers to use photographs, audio and video recording for broadcast dissemination across the FIP network.

☐ I accept the above declaration and confirm that my session proposal complies with it

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**DECLARATION**

Sessions should not be submitted to this congress if you do not agree with the specific terms and conditions outlined on the left

Accept the above declaration in order to confirm that your session proposal complies with it

## STEP 4

The screenshot shows a web form titled "Session Classification" with a navigation bar at the top containing: Contact Information, Declaration, Session Classification (active), Submitting Author, Session Content, Session Preview, and Confirmation.

The main form area is titled "Session Classification" and contains four sections, each with an arrow pointing to it from the left:

- Session title \***: A text input field with the placeholder "Please insert proposed Session Title in the field below:". Below the field, it says "Remaining: 200 / 200 Min. characters: 5".
- Conference Track \***: A text input field with the placeholder "Select Conference Track most closely aligned with proposed session focus:". Below the field, it says "Please click here to select your Conference Track".
- Themes**: A text input field with the placeholder "If applicable, identify Conference Theme most closely aligned with session focus \*". Below the field, it says "< Please select a value >".
- Target Group**: A text input field with the placeholder "Targeted audience and to whom will your session be of interest? \*". Below the field, there is a list of checkboxes: Academics, Early Career Industrial Scientists, Established Industrial Scientists, NGO Representatives, Regulators, and Students/Postdocs.

On the right side of the form, there is a "Submission progress" bar showing 32% completion. Below it, there is a "Jump to" dropdown menu. Further down, there are two status indicators: "Character count: 0 / 4000" (Minimum required: 10) and "Line count: 0 / 45". At the bottom right, there are two sections: "SESSION TITLE" with instructions "The title of your session should be precise and explicit" and "Avoid putting too much information in the title line"; and "TRACK SELECTION" with instructions "Carefully select the adequate track for your session submission", "Carefully select the adequate theme for your session submission", and "Misplaced sessions might be rejected".

- ✓ Insert your Session title
- ✓ Select a Conference Track you would like to submit your session for
- ✓ Select the theme of your session
- ✓ Select the target group of your session



## STEP 5

[Contact Information](#) [Declaration](#) [Session Classification](#) **Submitting Author** [Session Content](#) [Session Preview](#) [Confirmation](#)

### Submitting Author

Please click on the small notepad on the right and submit your Primary FIP affiliation of submitting author. If you are not affiliated to FIP please indicate "other" in the box "FIP Affiliation".

[Copy Authors from submitted abstract](#)

Title	First Name	Middle Name	Last Name	Email		
Mrs	Ymke		Pot12345	ymke.pot@mci-group.com	▲ ▼	 

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Submission progress:  48%

Jump to:

Character count: 0 / 4000  
Minimum required: 10

Line count: 0 / 45

#### DISCLOSURE OF INTEREST

» In order to guarantee full transparency, potential Conflicts of Interest need to be declared for every single author

» The intent of this disclosure is to provide high-quality sessions focused on educational content that is free from commercial influence or bias and not to prevent an author with a conflict of interest from making a presentation, but to make known the relationship in advance to the audience. It is intended that any commercial affiliation be openly identified so that, with the full disclosure of the facts, the attendees may form their own judgements about the presentation

- ✓ Please click on the small note pad on the right to submit your affiliation
- ✓ Please submit your affiliation linked to FIP, using the structures.
- ✓ If you are not affiliated to FIP please fill in "other" in the box "FIP affiliation"

## STEP 5 (continued)

(Please note that the page continues with following fields to fill out)

The screenshot shows the 'Session Content' form with the following sections and fields:

- Navigation Bar:** Contact Information, Declaration, Session Classification, Submitting Author, **Session Content**, Session Preview, Confirmation.
- Session Content Header:** Submission progress (64%), Jump to..., Go, Character count: 0 / 4000 (Minimum required: 10), Line count: 2 / 45.
- Section, Special Interest Group, FIPed, IPSF, YPG:** Your structure within FIP \* (Dropdown menu with '< Please select a value >').
- Session Description:** Please read this document carefully and follow the instructions. Please insert below your session description \* (Text area with a rich text toolbar).
- Learning Objectives \*:** Use up to 4 objectives per session (more than four will be difficult to achieve); How to write learning objectives:
  - Use the point of view of the learner (what the learner will be able to do as a result of attending the session). The following – format should be used: "At the end of the session, participants should be able to ...";
  - Objectives should be within the scope of the programme;
  - Avoid multi-pronged objectives;
  - Use up to 4 objectives per session (more than four will be difficult to achieve);
  - Refer to practical and job-related objectives (i.e. in terms of improvement in pharmacy practice and/or pharmaceuticalsciences);
  - Use verbs from examples [here](#) – based on the verb chosen, the session will be knowledge-based or application-based
- At the end of the session, participants should be able to ....** (Text area with a rich text toolbar).
- Footer:** 0 Words, 0 Characters (with spaces). Remaining: 700 / 700.

Arrows in the image point to the following fields:

- Section, Special Interest Group, FIPed, IPSF, YPG
- Session Description
- At the end of the session, participants should be able to ....

- ✓ Please indicate the contributing FIP structures to your session
- ✓ Please submit a brief description of your session
- ✓ Please indicate the learning objectives

## STEP 5 (continued)

Suggested title presentation 1 \*

Suggested speaker presentation 1: From which area and country is the potential speaker from? \*

Suggested Title presentation 2 \*

Suggested speaker presentation 2: From which area and country is the potential speaker from? \*

Suggested Title presentation 3 \*

Suggested speaker presentation 3: From which area and country is the potential speaker from? \*

Suggested Title presentation 4 \*

Suggested speaker presentation 4: From which area and country is the potential speaker from? \*

Promotional Session Summary \*

Remaining: 400 / 400

Please summarize the main focus of the proposed session in 2-3 sentences to attract attendees to this event

Please insert any other logistic requirements than listed below \*

The session rooms are equipped with a beamer, screen, laptop, microphones, clicker/laserpointer and a confidence screen.

If you have any other specific logistic requests (e.g. audio-visuals, internet, catering etc. besides the above mentioned equipment please fill this in below. Please also contact the Congress Director once the session is approved to discuss the possibilities.

0 Words, 0 Characters (with spaces).

- ✓ Please submit the proposed titles for the presentations in your session.
- ✓ If you already have suggested speaker names, please provide their name, country and e-mail address.
- ✓ Please summarize the main focus of your proposed session that can be used for promotional purposes.
- ✓ The session room equipment is provided. If you have any other logistical requirements, please fill that in the box.



## STEP 6

Contact Information

Declaration

Session Classification

Submitting Author

Session Content

**Session Preview**

Confirmation

### Session Preview

Below is a preview of your session proposal. If errors are listed above please amend your session proposal accordingly.

- › If error occurs in your session submission, it means that you *haven't fulfilled* the submission rules. If you want to finalize your session proposal at a later stage, please use the "Save draft" button on the bottom of the page
- › If your session *fulfills* the submission rules use the "Confirm/save submission" button on the bottom of the page to confirm your submission. You still have the possibility to modify the abstract until the submission deadline.

You have the possibility to download your abstract in WORD (version 2003 or higher required) or PDF You can download [OpenOffice](#) to view the file if you work with an older WORD version.

[Download as Word](#) [Download as PDF](#)

**Submission number:** PSWCSES-118  
**Title:** Testing for PSWC2020  
**Topic:** *Advanced Strategies*

Ymke Pol12345\*  
dsfsgfsgfsgf, MCI Amsterdam, Australia

**If applicable, identify Conference Theme most closely aligned with session focus:**  
Information-based Technologies  
**Targeted audience and to whom will your session be of interest?:** Academics  
**Please indicate the type of session:** Keynote  
**Please indicate your preferred room setting:** Roundtable chair setting (workshop, world cafe)  
**Your structure within FIP:** SIG  
**Indicate your SIG:** SIG on Translational Research & Individualization Medicines  
**Please insert below your session description:** as dfasfdasdfasdfasdfafawed  
**Learning Objectives:** asdfawefda sfda sdf asd  
**Suggested title presentation 1:** asdfasdf  
**Suggested speaker presentation 1:** From which area and country is the potential speaker

### Modification

Please choose the section to modify and click on "Go".

Submission progress:  70%

Jump to ...

› **Character count: 31 / 4000**  
Minimum required: 10

› **Line count: 3 / 45**

### PREVIEW

- › The preview on the left shows how your session looks at the moment
- › The session can be saved and finalized at a later stage (until the submission deadline)
- › The system will check for any errors and it will not be possible to submit your session until these have been corrected

- ✓ Please preview your session
- ✓ If errors occurred in your abstract submission, it means that you haven't fulfilled the submission rules. If you want to finalize your abstract at a later stage, please use the "Save draft" button on the bottom of the page
- ✓ If your session fulfils the submission rules, use the "confirmation/save submission" button on the bottom of the page to confirm your submission. You still have the possibility to modify the session until the submission deadline.



## STEP 7

Contact Information

Declaration

Session Classification

Submitting Author

Session Content

Session Preview

Confirmation

### Confirmation

Your session submission was successful! Your session has been recorded under the session number **PSWCSES-118**. Your session will be reviewed as submitted unless further modifications are made. Information on how to modify your abstract is included in the confirmation email. You will be notified by the end of March / beginning of April 2019.

> Your session submission can be updated and modified until the official submission deadline

> To do so, please log-in to the webportal using your account details

[Submit another session proposal](#)

[Modify this session](#)

[Submit another session reusing the same moderator/speaker details](#)

- ✓ You have submitted your session.
- ✓ You may modify this session until 15 December 2018 or submit another session

**For all questions please send an e-mail to the Congress Secretariat: [pswc@mci-group.com](mailto:pswc@mci-group.com)**