#### Call for session proposals

#### Submission website:

https://b-com.mci-group.com/AbstractSubmission/FIP2019/FIPSES.aspx

#### **STEP 1**

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Registrations New Registration Session Submissions	New Session Submission			Profile
FIP World Congress Abu Dhabi 2019				
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Please enter all required information to start your application.

Sign Up		> On this page you provide your session
Welcome to the B-Com accourt	nt creation page.	submission contact information which is needed to manage your session
Through this account you will to Submit your session	be able to:	<ul> <li>Once you have completed the information on this page, click on the</li> </ul>
Profile		"Next" button to proceed to the next section.
All correspondence regarding	g the session will be sent by email to the contact details provided on this page	> Browser Requirements:
Gender:	< Please select a value >	Internet Explorer 7.0 or higher, Mozilla Firefox 3.0 or higher are required. In
Title:	< Please select a value >	order to use your profile you need to
First Name: *	test	enable JavaScripts and cookies in your browser. Click here to find out how to
Last Name: *	test	activate JavaScripts in Internet
Email: *	test@test.com	Explorer and FIFeTOX.
Job Title:		<ul> <li>If you experience any problems, <u>please</u> <u>contact us.</u></li> </ul>
The setup of a user account your session. The account with the required instructions User Name: * Password: *	is necessary in order to be able to return and make changes, and final submit reation requires a confirmation. In order to do so an email will be sent to you	
Password Strength:		
Confirm Password: *	At least o characters, must include at least 1 number.	
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.	
(*) required field	<u>Next &gt;</u>	

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.

Contact Information	Declaration	Session Classification	Chair	Session Content	Session Preview	Confirmation
Programme	Committee Se	ession Proposal	S	DEC Sessi congr speci	CLARATION ons should not be subm ess if you do not agree fic terms and conditions	nitted to this with the outlined
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Organise the website Head Office has the righ ALL sess The Pro outlined in tt 1. Cr 2. W 3. Cr 4. Cr educ 5. In 6. In inclu 7. Nr that 8. St • By subm of photos, a all communi . I have co	rs of selected sessions and congress programm. If the session is not co t to cancel the session sion proposals need to be gramme Committee will ne "FIP IN-03 internal Gu urrency, appropriateness ell-defined purpose and I tear conclusion and/or re- ollaboration between Se ation teractivity and/or innovati terrational perspective ding the diversity of spea- ew/novel/innovative subje has been discussed befor ructure and feasibility of ructure and feasibility of ructure and video recording cations materials related intacted the collaborating	are required to deliver inform ne according to the deadline mpleted and delivered on tin submitted via this link only. select the best session pri- idelines on FIP Congress Pla of session to a topic or the th earning objectives commendations for application ections/SIGs and/or connect we format with relevance for develop kers ects or interpretation (in other re) the session (realistic) sion organisers, speakers an is on the conference website to the congress. indicators	ation regarding the s as which will be give ne, the Programme C oposals based on the inning" and these critic eme of the Congress n tion of science & p words, not a repeat of d chairs agree with p e. Photos may also be	ession for n by FIP committee e criteria era: ractice & countries of material publication e used for		
I accep	t the above declaration a	nd confirm that my session pr	roposal complies with	it		
< Back				<u>Next &gt;</u>		
	Congres	ss Secretariat: MCI Amsterdam - S Phone: +31 20 575 4	ichipluidenlaan 4 - 1062 k 2 20 Email: <u>fip@mci-gro</u> u	HE Amsterdam - Netherlands up.com		

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

intact monnation	Declaration	Session Classification	Chair Se	ssion Content	Session Preview	Confirma
ession Clas	sification			Submiss Jump to	o	32%
Session title *	ession Title in the fiel	d below		> Cha Minim	racter count: 0 / 40 um required: 10	00
				→ Line	count: 0 / 45	
Remaining: 200 / 20	0 Min. characters: 5			SES ⇒ The	SION TITLE title of your session shou	ild be
Topic *				preci > Avoi	ise and explicit d putting too much inforr	nation in
Selected topic: Please click here t	o select your topic			the ti TOP > Care	the line IC SELECTION fully select the adequate	topic for
Target Group Targeted audience a	nd to whom will your	session be of interest? *		> Misp	laced sessions might be	rejected
Community Phar	macy					
Ethics						
Health and Medi	cines Information					
Hospital Pharma	су					
Industrial Pharm	асу					
Military and Eme 	rgency Pharmacy					
Pharmacy Education	ation & Academic Pha	armacy				
Pharmaceutical	Sciences					
Policy, Regulatio	n					
Social & Adminis	trative Pharmacy					
Structure of the s	ession	na *				
< Please select a va	alue >	צי	•	7		
Duration of your ses	sion *					
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Expected number of	participants *			_		
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- ✓ Insert a Session title
- ✓ Select a topic you would like to submit your session for
- ✓ Select the target group of your session
- ✓ Select the structure and duration of your session

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Contact Inform	ation Declaration	Session Classification	Chair	Session Content	Session Preview	Contirmation
				Submis	ssion progress:	
Chair						48%
Please do sub	mit here the chair(s) of your	nronosed session. Please no	te that the Chair can be c	Jump	to	✓ Go
later stage.	mit here the chair(5) of your	proposed session. Thease no		→ Cha Minir	aracter count: 0 / 40 num required: 10	00
Speakers nee Committee. Please do NO	ed to be submitted after T enter the contact details ir	the session proposal has upper case!	been accepted by the I	Programme J Lin	e count: 0 / 45	
For a 3h sess to 1 chair is o selecting your about this at o chair at this s officially invite	ion, up to 2 chairs are offere ffered a free registration for chairs. If you wish to invite eo@fip.org. Please submit of tage, but only after the ses d by the FIP office in Januar	d a free registration for the n the main congress. Please n a chair from a FIP partner org hair name, affiliation, country sion is accepted by the Prog //February 2019.	nain congress. For a 1.5h ote this reimbursement sc janisation, please inform ti and email. Please do not rramme Committee. All ci	session, up heme when he FIP CEO contact the nairs will be solution	COND CHAIR PERS k on "Add another chair" ering a second chair pers ase enter full details and every chair e that the first entry in the es is pre-filled with the su	ON for on affiliations following bmitter
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Contact pe Affiliations > Indicate/n affiliations	rson, Chair <b>Conflicts of</b> None declare hodify	Interest: d		pot be ( or s > The proi on ( con	ential Conflicts of Interest declared for every single peaker intent of this disclosure i vide high-quality sessions educational content that is innercial influence or bias	need to moderator s to focused s free from and not to
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The fo • The Kusyn	llowing rules apply to the aff Chair(s) must have at le ová (FIP, Netherlands)) defir	liations: ast the affiliation (organisa ed for the session submission	tion, country - for exam n to be valid.	pre: rela ple Zuzana aud con ider	sentation, but to make kn tionship in advance to the ience. It is intended that a imercial affiliation be open tified so that, with the ful lengure of the factor.	own the any nly
(*) required fie	ld			disc may	y form their own judgeme	nts about
< Back				Next >	presentation	
	Co	ngress Secretariat: MCI Amsterda Phone: +31 20 :	m - Schipluidenlaan 4 - 1062 H 575 42 20 Email: fjp@moi-grou	IE Amsterdam - Netherlands p.com		

- ✓ Please submit a proposed chairperson of your session in case you will not be the chairperson or you can submit a second chairperson.
- ✓ In order to guarantee full transparency, potential Conflicts of Interest need to be declared for every single moderator.

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



✓ Please indicate the Section, Special Interest Group, FIPEd, IPSF, YPG etc you do submit your

✓ session for.

Session content Max 4000 characters including spaces. The submitted information will be used in the programme.
Please do not provide the names and contacts of the speakers you wish to invite. Do not invite or approach speakers unless the session is approved by the Programme Committee. For a 3h session, up to 4 presentations and up to 2 chairs are offered a free registration for the main congress. For a 1.5h session, up to 3 presentations and up to 1 chair are offered a free registration for the main congress.
Once the speakers are approved, the FIP Head Office will invite these speakers in January/February 2019.
Introduction *
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0 Words, 0 Characters (with spaces).
Title presentation 1 *
Speaker Presentation 1: From which area and country is the potential speaker from? *
Title presentation 2 *
Speaker Presentation 2: From which area and country is the potential speaker from? *
Title presentation 3 *
Speaker Presentation 3: From which area and country is the potential speaker from? *

- ✓ Submit a brief session content
- ✓ Please submit the proposed titles for the presentations in your session. Please do not provide the names and contacts of the speakers you wish to invite, only the area and country of which the potential speaker is from.
- ✓ Do not invite or approach speakers unless the session is approved by the Programme Committee.
- ✓ For a 3h session, up to 4 presentations and up to 2 chairs are offered a free registration for the main congress.
- ✓ For a 1.5h session, up to 3 presentations and up to 1 chair are offered a free registration for the main congress.
- ✓ Once approved, you will be asked to submit the names and contact details of the speakers to be invited. The FIP Head Office will invite these speakers in January/February 2019.

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

Reasons for the Programme Committee to select this proposal *
Please indicate which of the Workforce Development Goals will your session aim to attain.
You can choose 1-3 goals. The link to the detailed goals can be find below.
2
Academic Canacity
Ocades and Diversity Delegand
Gender and Diversity Balances
Workforce Policy Formation
Foundation Training
Quality Assurance
Advanced and Specialist Development
Competency Development
Leadership Development
Service Provision and Workforce E&T
Working with Others
CPD Strategies
Detailed and
Detailed goals
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
<ul> <li>Objectives should be within the scope of the programme;</li> </ul>
Avoid multi-pronged objectives;
<ul> <li>Use up to 4 objectives per session (more than four will be difficult to achieve);</li> <li>Refer to practical and job-related objectives (i.e. in terms of improvement in pharmacy)</li> </ul>
practice and/or pharmaceuticalsciences);
<ul> <li>Use verbs from examples here – based on the verb chosen, the session will be knowledge- based or application based</li> </ul>
based of application-based
At the end of the session, participants should be able to
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0 Words, 0 Characters (with spaces). Remaining: 700 / 700
114

- ✓ Please indicate the reasons why you think the Programme Committee should select your session proposal.
- ✓ Please select up to 3 respective Workforce Development Goals.
- ✓ Use up to 4 learning objectives per session.

Type of Session *	
< Please select a value >	•
Please note that the session type is based on the verb used in the learning objectives (see the list <u>he</u> Based on the verbs chosen for the learning objectives, the session will be knowledge-based application-based	<u>ere</u> ). d or
Logistic Requests *	
Do you have any specific logistic requests (e.g. audio-visuals, Wi-Fi, catering, etc.)? Please also cor the Congress Director once the session is approved to discuss the possibilities.	ntact
B <i>I</i> <u>U</u>   AB€   ≣ ≣ ≡ ≡   ⋮ ⋮ ⋮   ") ("   × <sub>2</sub> × <sup>2</sup>   Ω   🛅 🛍	
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- $\checkmark$  Select if your session is knowledge based or application based
- ✓ Include if you any specific extra ordinary logistic requests (e.g. audio-visuals, Wi-Fi, catering, etc).



- 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.

Contact Information Confirmation Your session submissi 123 Your session will	Declaration  n on was successful! be reviewed as sub	Session Content	Session Preview Your session submiss updated and modified submission deadline To do so, please log-i	Confirmation		
modify your abstract is of April 2018. 	s included in the cor <u>Submit ano</u> omit another sessio	nfirmation email. You will be no ther session <u>Modify this</u> on reusing the same moderat	session tor/speaker deta	of March / beginning	using your account de	stails

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

For all questions please send an e-mail to the Congress Secretariat: fip@mci-group.com