

Abstract Screening Committee

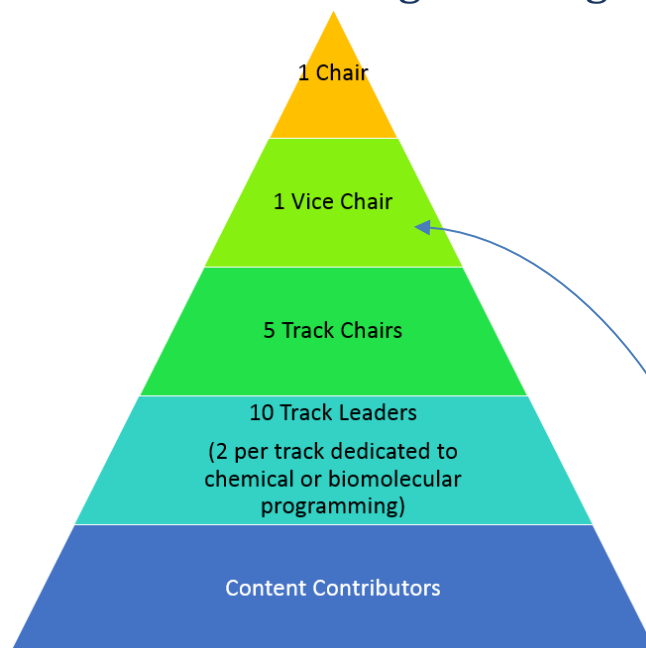
Roles, Requirements, Responsibilities

Approved by the Board in August 2017

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AAPS PharmSci 360 Scientific Programming Committee (SPC)



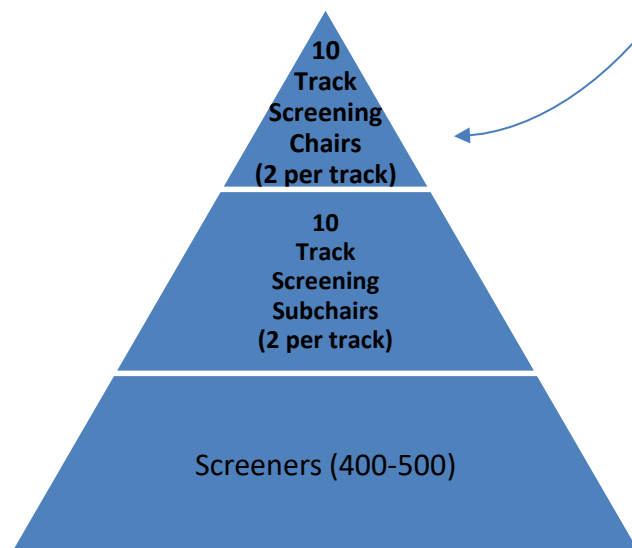
Screening Committee Structure

1 Chair – Seat filled by vice chair of SPC – Leads Screening Committee

10 Track Screening Chairs – 2 per track – Chemical Entities (CE) and Biomolecules (BM)

10 Track Screening Sub-chairs – 2 per track – Chemical Entities (CE) and Biomolecules (BM)

Screeners (400-500)



Track Screening Chair

Requirements

- AAPS membership
- Expertise in specific track – either Chemical Entities (CE) or Biomolecules (BM)
- Active involvement in specific community
- Previous screening sub-chair experience for AAPS
- Previous screener experience for AAPS
- Previously authored or coauthored an accepted abstract for an AAPS meeting
- Attendance at 2017 Annual Meeting

The track screening chair role requires daily monitoring of a website to track the progress of the track screening sub-chairs during the screening period. AAPS anticipates this window running from June 14 to July 12 and September 7 to September 18, 2018.

Additionally, the track screening chair must participate in four 60-minute conference calls

1. Screening Committee Kickoff
2. Training
3. Scheduling of abstracts
4. Wrap-up

Responsibilities

Time commitment as set in the Screening Timeline

(example screening period: June 12–July 12)

- **Daily monitoring of track screening subchairs during screening window.** Screening Begins June 12.
- **Make final accept/reject decisions.** Must be made by Screening Deadline of July 16.
- **Review scored abstracts and help award travelships.**
- **Review appeals as necessary.**
- **Schedule and finalize poster schedule on July 20,** with support of program track chairs.
- **Finalize poster scheduling August 5.** Includes plan for scheduling Late Breaking Abstract (LBA) submissions.
- **Manage LBA reviews.** This is a repeat of the process used earlier in the spring, but with a much smaller pool of abstracts. Screening process time frame is 3 weeks.
- **Finalize LBA poster schedule.**

Track Screening Sub-chair

Requirements

- AAPS membership
- experience in specific track – either Chemical Entities (CE) or Biomolecules (BM)
- active involvement in specific community
- previous screener experience for AAPS
- previously authored or coauthored an accepted abstract for an AAPS meeting

The track screening sub-chair role requires daily monitoring of a website to track the progress of the screeners during the screening period. AAPS anticipates this window running from June 14 to July 12 and September 7 to September 18, 2018.

The track screening sub-chair must participate in four 60-minute conference calls.

1. Screening Committee Kickoff
2. Training
3. Scheduling of abstracts – assists track screening chair
4. Wrap-up

Responsibilities

Time commitment as set in the Screening Timeline

(example screening period: June 12–July 16)

- **Make screener assignments to abstracts.**
- **Daily monitoring of screeners during screening**, beginning June 12.
- **Recommend accept/reject and provide comments for the track screening chair**, by Screening Deadline July 16.
- **Assist track screening chair with poster schedule draft.**
- **Assist track screening chair in finalizing poster schedule.**
- **Support Late Breaking Abstract (LBA) submissions process.** This is a repeat of the process used earlier in the spring, but with a much smaller pool of abstracts. Screening process time frame is 3 weeks.