MAY
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2026

aaps National Biotechnology CONFERENCE

SHERATON
SAN DIEGO RESORT
SAN DIEGO, CA

Screener Training
AAPS Procedures and Guidelines

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Screener Procedures and Guidelines
Agenda

- Screeners agree to
- Screener topics of expertise
- Screener Conflict of Interest – What is it?
- Screener Conflict of Interest – What to do?
- Encore presentations
- What's a good abstract?
- Reviewing the abstract
- Screening rubric
- Adding comments to reviews
- Reasons for rejection
- Screening timeline

Confidentiality

Never discuss and/or share the abstracts, screener reviews, or committee decisions outside of the committee:

- An author whose abstract was not selected could be embarrassed
- You are expected to support the decision of the Abstract Screening Committee (ASC) committee even if you personally disagreed
- Volunteer screeners must complete unbiased reviews or recuse themselves from completing a review

Screeners Agree To…

1. **Review and select** Tracks | Themes | Keywords in which they are experienced during the online sign-up process

2. **Review Screener Training** before completing any abstract reviews

3. **Spend a few minutes** getting familiar with the applicable literature

4. **Spend a few minutes** reading an abstract and answering a few questions about it

5. **Review assigned abstracts** **January 29 - February 10, 2026**

Screener Topics of Expertise

The submission site automatically makes screener assignments based on the Track | Themes | Keywords of both the abstract and screener.

Screeners who receive an assignment outside their expertise must Check the box "**Outside My Area of Expertise**" and **save**.

Do not complete the assignment. Do not add comments or scores.

What is Conflict of Interest in screening?

AAPS requires screeners adhere to the highest ethical standards. This includes **avoiding even the appearance of bias**.

Therefore, **screeners are not permitted to review an abstract if**:

- They assisted in preparing the abstract, regardless of whether they are named as an author.
- They discussed the abstract with the author before submission.
- They recognize the work as that of a colleague, co-worker, or other party whom they know, regardless of whether that party is or is not the lead author.

There are no exceptions.

When completing reviews, giving even general advice in the comments area on developing a poster is not permitted — it may be seen as giving an author an unfair advantage if they must re-submit.

Conflict of Interest – What to Do

If you recognize an abstract as the work of an author with whom you are acquainted:

1)Do NOT review the abstract

2)Do NOT add scores to the review

3)DO Check the box indicating “Conflict of Interest”

The Abstracts and Posters Manager will assign a new screener.

Encore Presentations

Encore Presentations are poster(s) previously presented at another meeting:

- Are permitted
- Do not need to be referenced in the abstract
- Must still be reviewed and approved by the ASC
- It does not matter if the previous presentation was at an AAPS meeting

Submitting research previously published in a scientific publication is not allowed.

What is a Good Abstract?

Title—A short, but complete description of the research. **Do not lower the score of abstract because of capitalization issues in the title.**

Purpose—State the purpose of the research. What is the problem or issue, and why is it an issue?

Methods—What methods were used in the research, include details.

Results—What are the results of the research? Include data either within paragraph text in sentences or as an uploaded image!

Conclusion—What is the final outcome of the research? The Conclusion should support the purpose.

References—Previously published work that is cited in the abstract should be included as a reference.

Acknowledgements—Should not be viewable to screeners. If a screener sees an acknowledgement, the author did not follow the format requirements and the abstract should be rejected.

See the Call for Poster Abstracts (PDF) found at www/aaps.org/nbc/nbcposters for the complete list of abstract requirements.

What is a Good Abstract?

AAPS seeks poster abstract submissions that present data-driven, novel research in the pharmaceutical sciences.

Authors **must include all research information and data.** Abstracts should present data concisely and accurately.

It is imperative that data is presented in the results section as text or as uploaded images (optional) so screeners can judge the scientific value of the abstract.

- **Data tables are not allowed in the results section.**
- **Images of data tables may be included as an uploaded image (3 allowed).**

Note:

- ✓ Data charts and graphs are optional—data may be included in the results section of the abstract in sentences (not a table or chart).
- ✓ Bullet points or numbered lists are not allowed in the Purpose, Methods, Results, or Conclusion sections— paragraph format is required.

Reviewing the Abstract

- Accepted Abstracts will be published as presented at the time of submission.
- No revisions are allowed—screeners must review the information as presented.
- Screeners are not permitted to include comments with suggestions for additional content.

Abstracts Must Be Blinded

An abstract that contains author/affiliation information must be rejected.

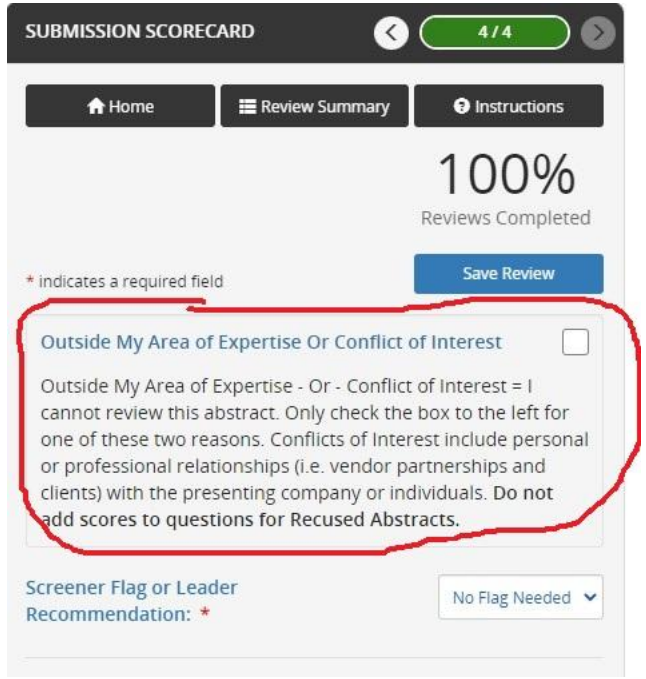
- Abstract screening is a competitive process.
- To ensure all authors are treated fairly, all abstracts are blinded.
- No author or affiliation information may be included in the Purpose, Methods, Results, and Conclusion, or in the images or image labels.

Screener Topics of Expertise

The submission site automatically makes screener assignments based on the Track | Theme | Keywords of both the abstract and screener.

Screeners who find an assignment is outside their area of expertise:

- Check the box indicating “Outside My Area of Expertise”
- Do NOT review the abstract
- Do NOT add scores to the review



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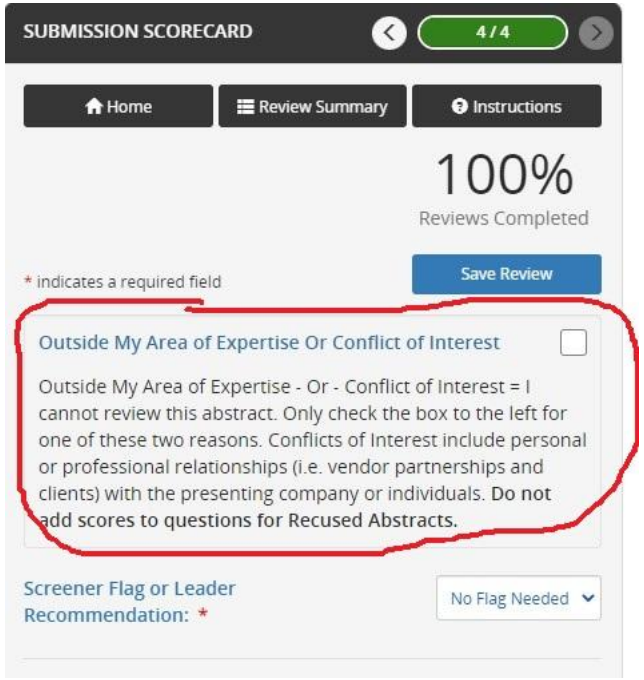
There are no exceptions.



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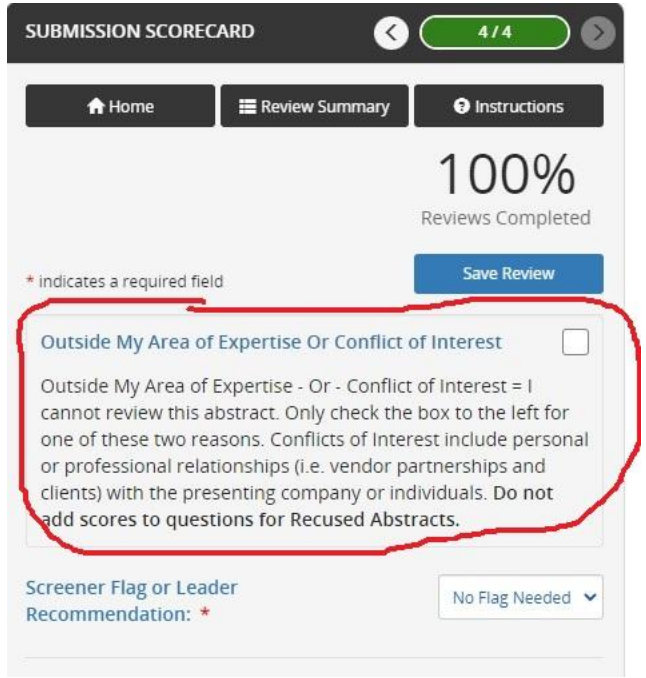
Conflict of Interest – What to Do

Screeners who recognize an abstract as the work of an author with whom they are acquainted:

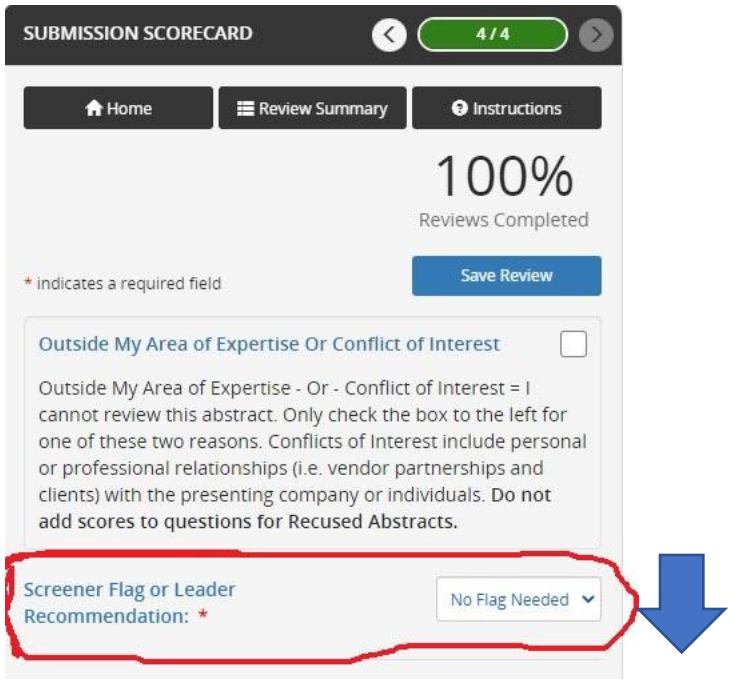
- **Check the box indicating "Conflict of Interest"**
- **Do NOT review the abstract**
- **Do NOT add scores to the review**

A new screener will be assigned if needed.



Screener Flags in the Review Site

Reviewers should “flag” an abstract for the following reasons:



- (For Leaders Only) Accept
- **No Flag Needed**
- (For Leaders Only) Reject
- **Flag – Too Commercial**
- **Flag – Incorrect Format**
- **Flag – Company Name Included in Text**
- **Flag – Author Name Included in Text**
- **Flag – Acknowledgement Incorrectly Placed**
- **Flag – Table/Chart Incorrectly Placed**
- **Flag – Includes Unreferenced Previously Published Research**

Red Items for Abstract Screening Committee Use Only – not screeners.

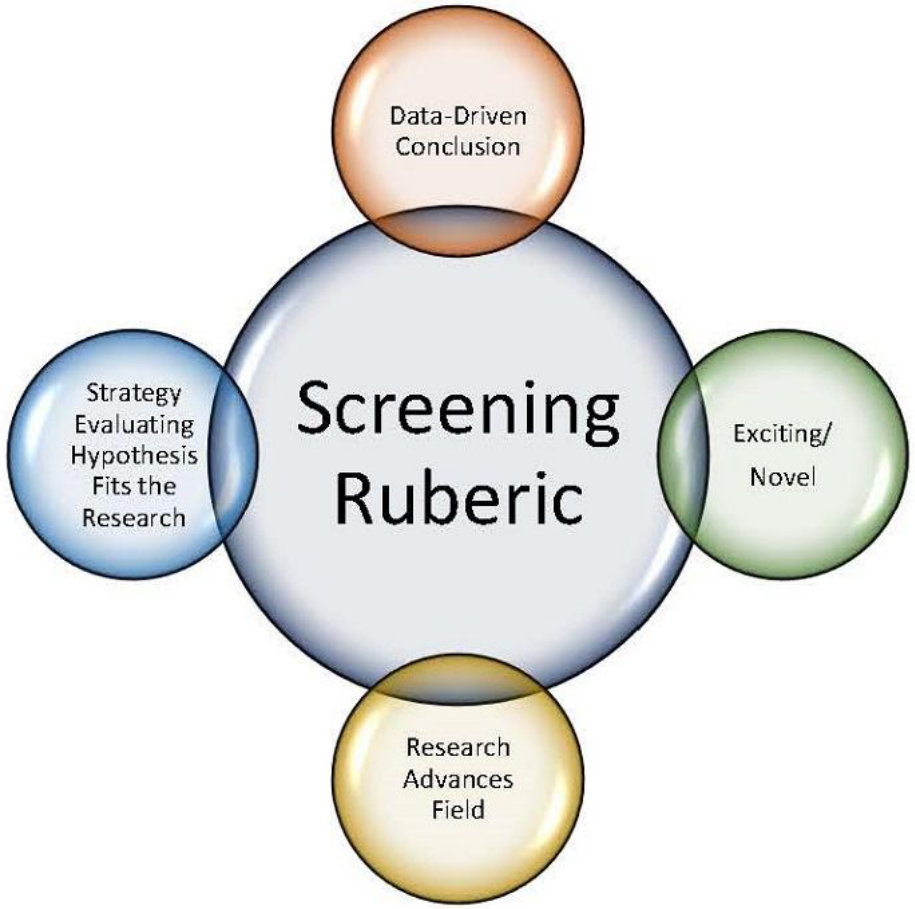
Screeners: Blue Flags for Screener Use Only!

Screeners: If no Flag is needed, select “No Flag Needed”

Screening Rubric

Screeners rate the abstract using a rubric that includes these questions:

1) Is the Conclusion of the research data driven?
2) How exciting/novel will viewers find this research?
3) How well does this research incrementally advance its field?
4) How well does the author's selected strategy for evaluating the hypothesis suit the project?

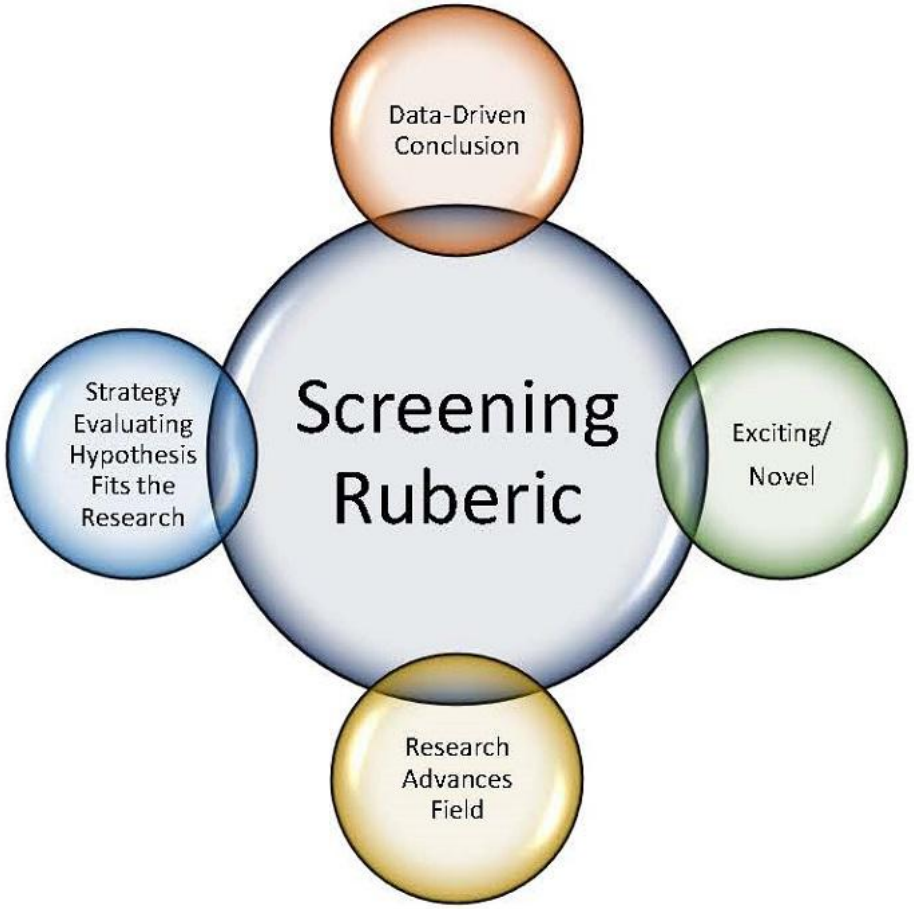


Screening Rubric

Each of the 4 questions will be rated from 0 – 3

0 Score = No or None
1 Score = Little or Somewhat
2 Score = Yes or Good
3 Score = Yes or Best (Wow!)

Total Possible Score of 12



Reasons for Rejection

Reject any abstract that has one of these problems:

- Lack of data.
- Acknowledgements were included in the abstract, preventing a blind review.
- Affiliation or company name(s) were included in the abstract, preventing a blind review (product names are permitted).
- Commerciality – the abstract is designed to sell a product.
- Inconsistent or ambiguous data.
- Reviews of literature.
- Lack of novelty or innovation.
- Stating that data or information will be included in the poster presentation.
- Previously published research.
- Including previously published information in the research without referencing the information in the abstract submission.
- Failure to follow format guidelines (Purpose, Methods, Results, Conclusion, References, Acknowledgements).
- Failure to upload tables or charts as images as directed.
    - Tables and/or charts are not to be included in the text box for the Purpose, Methods, Results, or Conclusion.
    - Tables and/or charts must be uploaded as images.
- Failure to submit one strong abstract instead of several abstracts presenting the same work.

Adding Comments

Add comments to every abstract to document your decision.

Comments help the Track Chair and Track Leader understand the reasoning for screeners' scores.

- Screeners cannot view other screener comments
- Comments are not permitted to suggest rewrites of the abstract
- Screener comments should be short in length

Sample Screener Comments:

- Good abstract – recommend accept
- Not enough data to support the Conclusion
- Methods lack details

When completing reviews, giving even general advice in the comments area on developing a poster is not permitted — it may be seen as giving an author an unfair advantage if they must re-submit.

Reviewer Screening Timeline

Poster Abstract Submission Period

November 26, 2025 – January 28, 2026 at 5pm ET

All dates subject to change	
January 28 at 5pm ET	Author deadline for poster abstract submissions
January 29	Screening assignments made
February 10	Screener deadline to complete reviews

End of Screener Training

Questions?

AAPS presents exciting and valuable
scientific posters each year with the help of our volunteers.

Thank you for sharing your time and expertise!

We appreciate you!