Abstract Screening Committee
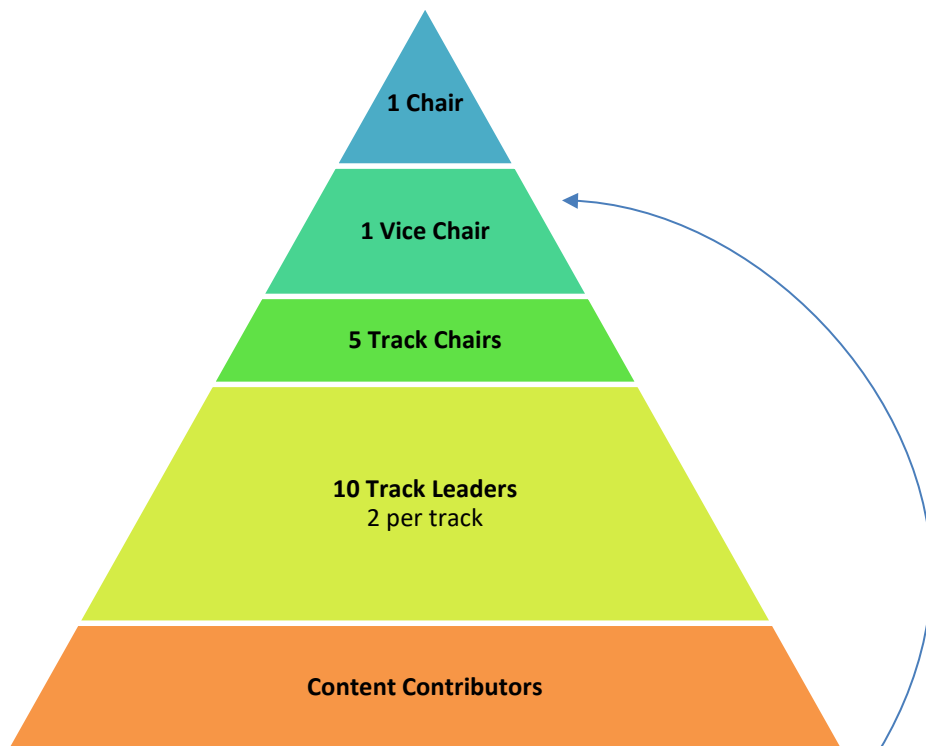
Roles, Requirements, and Responsibilities

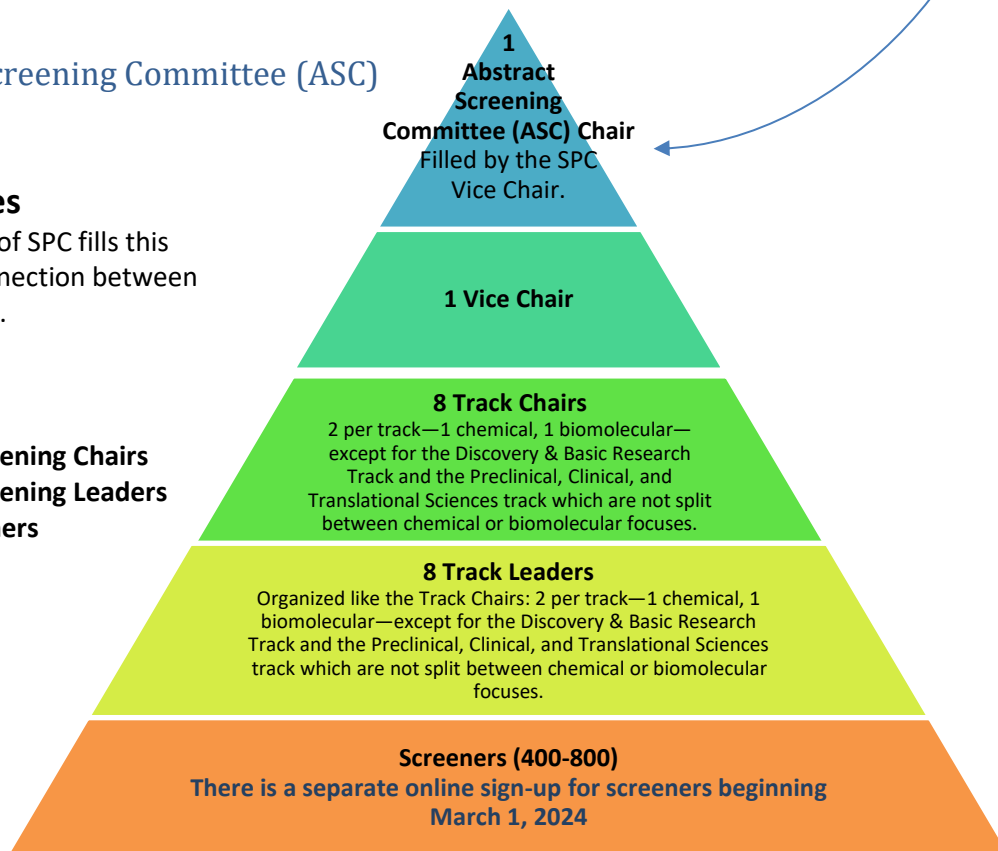## Contents

How the Abstract Screening Committee (ASC) Is Organized

AAPS PharmSci 360 Scientific Programming Committee (SPC)

1 Chair

1 Vice Chair

5 Track Chairs

10 Track Leaders
2 per track

Content Contributors

Abstract Screening Committee (ASC)

1 Abstract Screening Committee (ASC) Chair
Filled by the SPC Vice Chair.

1 Vice Chair

8 Track Chairs
2 per track—1 chemical, 1 biomolecular—except for the Discovery & Basic Research Track and the Preclinical, Clinical, and Translational Sciences track which are not split between chemical or biomolecular focuses.

8 Track Leaders
Organized like the Track Chairs: 2 per track—1 chemical, 1 biomolecular—except for the Discovery & Basic Research Track and the Preclinical, Clinical, and Translational Sciences track which are not split between chemical or biomolecular focuses.

Screeners (400-800)
There is a separate online sign-up for screeners beginning March 1, 2024

The ASC Includes

1 Chair – Vice Chair of SPC fills this role to ensure a connection between the two committees.

Available positions:
- **1 Vice Chair**
- **8 Track Screening Chairs**
- **8 Track Screening Leaders**
- **800+ Screeners**

*Dates are subject to change pending finalization of the screening timeline.

Tracks | Subtracks

- Discovery and Basic Research – not split between chemical and biomolecular
- Preclinical, Clinical, and Translational Sciences – not split between chemical and biomolecular
- Bioanalytics – Biomolecular
- Bioanalytics – Chemical
- Manufacturing and Analytical Characterization – Biomolecular
- Manufacturing and Analytical Characterization – Chemical
- Formulation and Delivery – Biomolecular
- Formulation and Delivery – Chemical

Vice Chair
Requirements

- AAPS membership at time of application and throughout service
- Expertise in multiple tracks and subtracks
- Active involvement in one or more AAPS Communities
- Previous abstract screening experience for AAPS
- Previous screening chair/track leader experience for AAPS—either as a member of the ASC or the SPC—is preferred
- Experience authoring or coauthoring an abstract accepted by an AAPS meeting is preferred

The Vice Chair role requires daily monitoring of a website to track the progress of the Track Chairs and Track Leaders during the screening period—generally a 2-week period in spring and a 2-week period in the late summer/fall. AAPS anticipates this window running from May 3–24, 2024, for early submission screening and July 19-August 9, 2024, for late-breaking submission screening. The Vice Chair also plays a role in adjudicating any appeals.

Additionally, the Vice Chair must participate in two 60-minute conference calls focused on:
1. Screening Committee Kickoff/Training
2. Wrap-up

Responsibilities

- Time commitment as described in the Screening Timeline.
- **Daily monitoring of Track Chairs and Track Leaders during screening windows**.
- **Review scored abstracts and help award travelships**.
- **Manage Late Breaking Poster Abstract (LBA) reviews**. This is a repeat of the process used earlier in the spring, but with a much smaller pool of abstracts. The screening process timeframe is 2 weeks.
- **Make final appeals accept/reject decisions with the ASC Chair**.
- **Assist in poster review for Best Poster Award.**

Track Chair
Requirements

- AAPS membership at time of application and throughout service
- Expertise in specific track and subtrack—either chemical or biomolecular (unless application is for Discovery & Basic Research Track or the Preclinical, Clinical, and Translational Sciences Track, which are not divided between the two focuses)
- Active involvement in one or more AAPS Communities
- Previous abstract screening experience for AAPS

- Previous screening chair/track leader experience for AAPS—either as a member of the ASC or the SPC—is preferred
- Experience authoring or coauthoring an abstract accepted by an AAPS meeting is preferred

The Track Chair role requires daily monitoring of a website to track the progress of the Track Leaders during the screening period—generally a 2-week period in spring and a 2-week period in the late summer/fall. AAPS anticipates this window running from May 3-24, 2024, for early submission screening and July 19-August 9, 2024, for late-breaking submission screening.

Additionally, the Track Screening Chair must participate in two 60-minute conference calls focused on:
3. Screening Committee Kickoff/Training
4. Wrap-up

Responsibilities
o Time commitment as described in the Screening Timeline.
o **Daily monitoring of Track Leaders during screening windows**.
o **Make final accept/reject decisions by the deadline**.
o **Review scored abstracts and help award travelships**.
o **Review appeals as necessary**.
o **Manage Late Breaking Poster Abstract (LBA) reviews**. This is a repeat of the process used earlier in the spring, but with a much smaller pool of abstracts. The screening process timeframe is 2 weeks.
o **Assist in poster review for Best Poster Award.**

Track Leader
Requirements

- AAPS membership at time of application and throughout service
- Experience in specific track – either Chemical or Biomolecular (unless application is for Discovery & Basic Research Track or the Preclinical, Clinical, and Translational Sciences Track, which are not divided between the two focuses)
- Active involvement in one or more AAPS Communities
- Previous abstract screening experience for AAPS
- Experience authoring or coauthoring an abstract accepted by an AAPS meeting is preferred

The Track Leader role requires daily monitoring of a website to track the progress of the screeners during the screening period – generally a 2-week period in spring and a 2-week period in the late summer/fall. AAPS anticipates this window running from May 3–24, 2024, for early submission screening and July 19–August 9, 2024, for late-breaking submission screening.

The Track Leader must participate in two 60-minute conference calls focused on:

1. Screening Committee Kickoff/Training
2. Wrap-up

Responsibilities
o Time commitment as described in the Screening Timeline.
o **Daily monitoring of screeners during the screening windows**.
o **Recommend accept/reject and provide comments for the Track Chair by the specified deadline.**

- o **Support Late Breaking Poster Abstract (LBA) submissions process.** This is a repeat of the process used earlier in the spring, but with a much smaller pool of abstracts. The screening process time frame is 2 weeks.

Screeners—Online sign-up begins March 1, 2024

Requirements

- Complete the online sign-up form
- Review screener training documents
- Spend a few hours reviewing recent research before beginning screening
- Experience authoring or coauthoring an abstract accepted by an AAPS meeting is preferred

Screeners will review abstracts based on the screener training documents during the screening window, approximately May 3-20, 2024. Screeners should expect to spend a few hours familiarizing themselves with recent research in their area of expertise, and then a few minutes looking at each abstract. Total time commitment varies based on the number of abstracts assigned but is usually 2-3 hours.

Screeners will also have an opportunity to screen during the Late Breaking Poster Abstract screening period, anticipated to be July 19-August 6, 2024.