



Symposium, Individual Talk & Tutorial Session Proposal Submission Guidelines

The Scientific Programming Committee seeks to provide an engaging and balanced program with presenters and session chairs that represent various backgrounds, institutions, and expertise within our scientific community. We encourage proposals that are consistent with our ACoP 2027 conference theme: **“A Declaration of Integration: Where Models, Evidence, and Decisions Converge”**.

1. Before You Submit

Key eligibility requirements and a quick checklist before you prepare your proposal:

- Submission deadline: December 21, 2026, 11:59 pm PT.
- The opportunity to serve as symposium chair/co-chair is available only to ISoP members; symposium speakers can be non-members.
- For chair/co-chair: please ensure your membership is current when submitting programming proposals — submissions will not be evaluated otherwise.
- For submitters: submitters for symposium should be Session Chair(s), submitters for tutorial should be Facilitator(s)
- ACoP is an in-person conference, and all accepted presentations must be delivered onsite; **remote or virtual recorded presentations will not be permitted**.
- Each speaker should be contacted and has tentatively agreed to participate.
- Once a proposal is submitted, no further edits can be made to that submission.

2. Session Formats

Symposium, Individual Talk, and Tutorial sessions each have a defined duration and format:

- Symposium – 80-90 minutes, consisting of either:
 - Three speakers (15-minute talk and 5-minute Q&A each), with a 20-25-minute panel discussion)
 - Four speakers (~16-minute talk and 5-minute Q&A each), without a panel discussion.

- Individual Talk – 15-minutes and 5-minute Q&A, for Roller Coaster sessions
- Tutorial – 90-minutes to 3.5 hours

3. Required Submission Information

To be eligible for review, all symposium, individual talk, and tutorial proposals must include the following:

- Session title.
- Proposed session format (see “Session Formats” above).
- Chairperson(s)’ name, title, affiliation, contact information, and ISoP membership status.
- Description of the session, including background and scientific importance.
- Learning objectives.
- Speakers’ names, titles, affiliations, contact information, ISoP membership status, and a brief description of proposed presentations, including presentation titles.
- Primary categories (select only 1, for review allocation):
 - **General Pharmacometrics:** PK/PD, exposure-response, population modeling, trial design, MIDD, and related Pharmacometrics applications
 - **QSP/PBPK:** Mechanistic, biology-or physiology-based modeling, including QSP, PBPK, systems models, and associated applications
 - **Statistics/AI/ML/Data Science & Programming:** Methods-and algorithm-focused contributions where the main advance is statistical, computational, AI/ML, data-science, or software methodology
- Additional AV needs: ACoP will provide an LCD projector with screen(s), a podium with microphone, laser pointer, and head table for the chairs and speakers. Additional audio/visual support (such as ARS polling) may be provided on a case-by-case basis, and specifics must be included in the proposal.
- Budget request (see “Budget & Speaker Reimbursement” section below for details)
- Example submissions are available for reference when preparing your proposal.

4. Review and Selection Criteria

- All individual talk, symposium, and tutorial proposals will be competitively peer-reviewed against all other proposals by the ACoP Scientific Programming Committee. Proposals will be evaluated based on:
 - Scientific quality and relevance, educational value, novelty, and timeliness
 - Alignment with the ACoP 2027 theme and/or the broader mission of ISoP
 - Clarity of learning objectives, appropriateness of the proposed format and speakers, and the extent to which the session brings together complementary perspectives and expertise.

- The committee will not review proposals that are incomplete, lack sufficient detail, appear promotional, or do not adhere to the guidelines.
- The committee reserves the right to revise session proposals as necessary to achieve the goal of a diverse, well-rounded, educational program for ACoP.

5. Participation and Chair Requirements

- We ask that each individual be involved in a maximum of two (2) proposals, as chair/co-chair.
- We also ask that symposium chairs/co-chairs **must be** from different institutions.
- In developing the final program, we will strive to provide fair opportunities for participation and to ensure a broad representation of perspective, topics, and contributors.
- Chairs must be current, active members of ISoP, with a limit of two chairs/co-chairs per session.
- If a proposal includes co-chairs, both co-chairs must be actively involved and from different institutions/organizations.
- A chair may also serve as a speaker; if so, he/she must be identified on the proposed speaker roster.

6. Session Chair Responsibilities

If a proposal is accepted, the chair(s) is responsible for:

- Final confirmation of the speaker/panelist roster and talk title
- Communicating session goals and expectations to all speakers.
 - If a speaker requires a visa to travel to the conference, it is imperative that the Chair communicates to the speaker the importance of submitting all visa requirements as early as possible to ensure the speaker can attend.
- Working with ACoP staff to ensure all speaker requirements (timely registration to the conference, complete assigned speaker tasks) are met.
- Coordinating, collecting, and uploading slides from presenters into one session PowerPoint. The session chair is responsible to upload the final presentations no later than September 20, 2027.

Onsite, the chair(s)' role includes:

- Starting and ending the session on time.
- Introducing speakers.
- Managing presentation times.
- Coordinating the question-and-answer portion of the session.
- As stated earlier, remote or virtual presentations will not be permitted. In the event a speaker can no longer present, you must have a backup speaker that will need to be

approved by the SPC chair or adjust the remaining session presentations to fill the allotted time. Timely communication with the SPC chair is important if such a situation arises.

7. Budget and Speaker Reimbursement (Symposia and Tutorial Only)

Member speakers will receive a \$100 discount off registration:

- This discount is limited to 4 speakers/panelists per session.
- Trainee members are not eligible for this additional discount, given the already-discounted trainee registration fee.

For non-member speaker participation the following budget estimates should be considered and must be included in the proposal:

- Airfare: non-refundable, roundtrip, coach airfare of up to \$750 for a US-based speaker, or up to \$1,500 for an internationally based speaker.
- Hotel: one night's lodging at the conference hotel for domestic speakers; two nights' lodging for international-based speakers.
- Conference registration: one-day registration fee for the day of the presentation (not including costs associated with preconference).
- All proposals requesting financial support for non-member speakers must submit a plan outlining how the requested budget will be allocated, and if necessary, how additional funding will be secured to cover costs exceeding the budget. Each symposia and tutorial are limited to **\$2500** for non-member speaker travel. It is the responsibility of the session chairs to secure additional funding to cover costs exceeding the reimbursement budget limit.
 - Example Outline:
Speaker A is a non-member who is U.S. based – allocation \$500 towards airfare
Speaker B is a non-member who is not U.S. based - \$2000 allocated towards airfare and hotel lodging.
- Non-member speakers are not eligible (i.e., do not qualify) for travel or registration reimbursement if either of the following applies:
 - The non-member speaker has received speaker reimbursement from ACoP/ISoP at least once in the last three (3) years
 - The non-member speaker has attended at least two (2) of the last four (4) ACoP meetings
- Allowing a membership to lapse for the sake of getting travel reimbursement is strongly discouraged and may result in the speaker being removed from consideration for future ACoP presentations.

- ISoP members are not eligible for travel or registration reimbursement, as the expectation is that ISoP members will attend our annual meeting.
- Reimbursement budgets (including any exceptions) must be approved by the Conference Chair (Ioannis Androulakis) and the Scientific Programming Chair (Nastya Kassir) before communicating to non-member speakers.
- Upon approval and notification, non-member speakers should contact ISoP staff (info@isop.org) for registration and reimbursement assistance.
- Completed reimbursement forms and expense receipts should be submitted within two weeks after ACoP to info@isop.org. A form link will be provided in the Speaker and Chair Toolkit.

8. Important Dates and Contact Information

Key dates:

- Submission deadline: December 21, 2026, 11:59 pm PT.
- Announcement of acceptance or rejection: March 1, 2027
- Session chair presentation upload deadline: Monday, September 20, 2027.
- Reimbursement forms and expense receipts due: within two weeks after ACoP.

Contacts:

- General questions regarding the ACoP Call for Programming: ACoP 2027 Scientific Programming Chair, Nastya Kassir — info@isop.org.
- Questions regarding the reimbursement budget policy: ISoP Director of Operations, Jennifer Redmond — info@isop.org.