



## Symposium, Workshop and Debate Guidelines

The WCP2022 International Scientific Committee is seeking symposium, workshop and debate proposals for the 19<sup>th</sup> World Congress of Basic and Clinical Pharmacology – WCP2022 which will be held from 17 to 22 July 2022 at the SEC, Glasgow.

The deadline for proposals is **09.00 on 7 September 2020**.

Please read through the following guidelines before beginning the submission process. If you have any queries, contact [abstracts.wcp2022@tfigroup.com](mailto:abstracts.wcp2022@tfigroup.com).

### Format for symposia

The timings below for symposia submissions are structured to enable delegates to move between simultaneous sessions. We recommend that chairs are chosen from among those presenting as speakers. The first speaker should be the keynote for the symposium and has been allocated 40 minutes. This speaker should be a leader within the field and set the scene for your symposium. An oral communication will be included in each symposium and selected by the Society's Review Committee from the abstracts submitted. We also ask that at least one speaker in your session is an early career researcher (ECR). An ECR is defined as: postgraduate students, post-doctoral researchers within five years of the award of a PhD, clinical pharmacology scientists, core or specialist medical trainees, pharmacists within 5 year of qualification and active research fellows. We strongly encourage that your ECR is the penultimate speaker within your symposium.

Each symposium is 150 minutes in length:

Chair(s) introduction	2-3 minutes
Speaker one presentation and Q&A	40 minutes
Speaker two presentation and Q&A	30 minutes
Speaker three presentation and Q&A (oral communication)	10+5 minutes
Speaker four presentation and Q&A	30 minutes
Speaker five presentation and Q&A	30 minutes
Chair(s) closing remarks	2-3 minutes

### Format for workshops

Workshops can be less structured than symposia, and should have no more than six speakers, including chairs/moderators. All speakers and chairs are expected to fully participate in the workshop. Please note that although workshops can be up to 150 minutes in duration, shorter submissions will also be considered.

### Format for debates

Debates can be more flexible than symposia and workshops, and should have from two to six speakers, with a separate chair(s). The debate should be led by the panel chair who will moderate a single motion or the discussion of a series of pre-agreed issues. Time should be allowed for the audience to have the opportunity to question those involved in the debate. Please note that debates can be up to 60 minutes in duration.

### Selecting speakers/participants

The WCP2022 International Scientific Committee is mindful of its responsibilities to promote equality of opportunity and asks submitters to adopt the Society's principles in



Equality, Diversity and Inclusion (EDI) when considering symposium/workshop/debate participants. In addition to consideration of protected characteristics we ask for consideration of demographic differences, and professional background. As part of the application process, we will ask you to outline how you have considered EDI in creating your proposal. Please read the [Society's EDI statement](#) for more information.

WCP2022 International Scientific Committee aspires to achieve a 60:40 gender balance across all submissions including both the chairs and speakers. We ask applicants to consider whether a single gender is over-represented (i.e. >67%) when preparing their programme submissions. In such instances, please justify clearly why this is the case and what efforts were made to achieve gender balance.

While it is not recommended that you formally invite speakers for your session until after confirmed selection by the WCP2022 International Scientific Committee, we do recommend that you informally check their availability.

### **Sponsorship and financing of sessions**

Up to four of your accepted speakers will receive free full registration which includes delegate congress bag, all refreshment breaks and lunch each day as well as access to the WCP2022 Welcome Reception.

Financial support for travel is currently under review, therefore we encourage speakers to seek assistance in the first instance from their national society's in this regard. WCP2022 may be able to offer assistance where possible and reserves a limited fund available to supplement speaker expenses. This fund will be reviewed and allocated following the submission deadline. Please note that symposium chairs will not receive any benefits.

### **Publications**

You are encouraged to develop publication outputs (e.g. themed issues, reviews) from your session. These outputs should be agreed in principle with the relevant journal editor where applicable. A link to the scope of each of the Society's journals can be found [here](#). On submitting your session, you will be asked to confirm what agreement has been made with any relevant editors regarding publication, if any. In order to contact the British Pharmacological Society's Journals' Editors-in-Chief, please email [editorialpm@bps.ac.uk](mailto:editorialpm@bps.ac.uk) with details of your session and your plans for publication.

### **Submission process**

To submit a session, please visit the online Submission Portal (link below) and follow the instructions to complete the submission.

Please note we are not able to accept submissions as word documents or via e-mail.

When you click the link below, you will be asked for the following:

- Your details as the submitter
- Session details including title and a short description for marketing the session
- Key words relating to the session
- [Relevant topic area](#) by selection via the dropdown lists
- The prefix, full name, job title, organisation, country, email and talk title for each speaker/participant
- Details of why this session is relevant and any publication opportunities where these have been agreed
- Statement of how you have considered Equality, Diversity and Inclusion in your application and met the Society's aim of creating a diverse conference
- Your approach to speaker funding



All of the above are required to complete the form. Therefore, please ensure you are familiar with all of the details before beginning on-line submission process.

Visit the [online Submission Portal](#).

### **What happens after you submit?**

After submission, your application will be assessed by the WCP2022 International Scientific Committee who will review all the submissions considering quality, significance, originality and relevance. Following the review process, the WCP2022 International Scientific Committee will discuss the outcomes of the review and make recommendations for the congress programme with the aim of covering all essential areas of pharmacology and showcasing high-profile, ground-breaking work.

Symposia, workshop and debate organisers will be informed in November 2020 if their session has been successful and the day of the slot allocation. If successful, you will be given a week to accept the allocated slot. Please note that as the programme is organised by themes or with specific audiences in mind each day, swaps are not possible. We recommend asking your speakers/contributors to keep all five days pencilled in their diaries if possible.

Following acceptance of the time allocated to you, the WCP2022 organising committee will be in touch to help you further in making any edits to your session, to help formally invite your speakers/contributors and to work with you in the months leading up to the conference.

If you have any questions regarding submissions, please contact [abstracts.wcp2022@tfigroup.com](mailto:abstracts.wcp2022@tfigroup.com).