



The College *on* Problems of Drug Dependence

PROGRAM COMMITTEE

STANDARD OPERATING PROCEDURES

Effective January 2017
Last Revised October 2, 2025

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I. Mission

The Program Committee has the following major missions, all of which pertain to the Annual Meeting:

1. Solicit, critically review, and select Symposia and Workshops for presentation at the Annual Meeting.
2. Tier 2 oversees Tier 3 in the critical review of submissions. Tier 1 and 2 select abstracts for communication at the Annual Meeting via oral or poster presentation.
3. Coordinate any special lectures that are of interest to the College.
4. Organize and present any special sessions for the membership.

In the process, the Program Committee is committed to developing new and interesting ways for the membership to gain more from attending the Annual Meeting. By ensuring that the program represents the breadth of interests in the field of substance use disorder research, non-members may realize the value of the College and decide to become members.

II. Membership on the Program Committee

The Program Committee is composed of one (1) Chair and 10-12 individuals who must be Regular or Associate Members of the College and in good standing (dues paid in full). The Executive Officer of CPDD and the Director of the Executive Office retain *ex-officio* status on the Committee.

1. Length of appointment: Members are appointed for terms lasting 2-4 years, depending on the needs of the Committee and the CPDD President's directives.
2. Membership composition: Members are selected so that the entire Committee contains a varied background in a number of disciplines. Such variety is desired so that there is an expert in each of the major areas who can address the new developments in the field during selection of Symposia and development of sessions for the Annual Meeting.
3. Replacing regular members: After serving their term, members are replaced by President-Elect appointment. The current Chair of the Committee should offer consultation to the President-Elect regarding the Committee's needs with respect to replacements.
4. Replacing the Chair: When the Chair's term has ended, he/she should serve as Co-Chair for one year to assist the newly elected Chair during the transition. A new Chair should be identified from the current or prior members of the Program Committee and the name sent to the President-Elect for approval and appointment.

Structure of the Committee:

TIER 1: Program Chair Oversight. The Program Committee Chair provides oversight to all aspects of the Annual Program. In the review structure, the Program Chair is tasked with

Program Committee oversight of Tiers 2 and 3, and is ultimately responsible for progress and task completion of all reviewing members. Further, they are responsible for leading the Program Committee in any critical programming decisions.

TIER 2: Content Strategy Development (Core Areas of Expertise). The CPDD Program Committee will continue to be responsible for selecting the symposia and abstracts for the annual meeting, however, review will occur at the Tier 3 level, with Tiers 1 and 2 overseeing selection of symposia and oral presentations. Members of Tier 2 will meet for the annual in-person mid-year meeting to pull session ideas together, along with the Chair (Tier 1). Tier 2 should have a minimum of 2 content experts per research area, which are defined below:

1. Epidemiology
2. Preclinical Neuroscience and Behavioral Pharmacology
3. Human Laboratory
4. Clinical

Additional content areas can be added to Tier 2 as needed. Tier 2 members are responsible for completion of all abstract review by the specified deadlines for each submission category (symposia, poster abstracts, and late breaking).

The Program Committee strongly encourages Tier 2 reviews to recruit to their Tier 3 content area from membership.

Tier 2 members will be considered leadership within the CPDD Program Committee and will receive certificates of service.

TIER 3: Tier 3 membership will include CPDD members that have volunteered to review abstracts in their self-identified content area expertise. Review panels within the different content areas may be different sizes based on the proportion of representation of that content area in the conference. This can be updated yearly as content areas increase or decrease, or if new content areas are created.

Reviewer recruitment will occur at the time of the call for yearly Committee volunteers. A certificate will be issued to those who complete reviews in Tier 3.

III. Committee Meetings & Communications

The primary method of communication for the committee is via email and remote meetings/ teleconference calls. The details of each of these activities are addressed in specific categories that are described in later sections. The approximate date and nature of all Committee meetings and communications between the Chair, Committee members, and Executive Office are as follows:

- A. June: Committee meeting of Tier 1 and 2 (including any newly appointed Committee members) at the CPDD Annual Meeting.
- B. September (early): Virtual meeting of Tier 1 and 2 to decide on solicited symposia.
- C. October (mid): Deadline for receipt of Symposium/Workshop/Forum applications by Executive Office.
- D. October (late): Submit Symposium/Workshop/Forum applications to all Program Committee members from Executive Office.
- E. October (late): Email Tier 3 from Chair (Tier 1) to all Committee members describing process for scoring Symposia/Workshops/Forums, instructions for using online scoring system, and defining guidelines for making decisions. CC Tier 2 to ensure communication of instructions given to Tier 3. Additionally provide Tier 2 oversight instructions for Tier 3 to insure timely submission of assigned abstract reviews.
- F. November (early): Tier 3 reviews are due. Any unscored submissions will be reviewed by Tier 2 content experts.
- G. November (mid) Email from Chair (Tier 1) to Tier 2 with attached overall score sheet of results.
- H. November (mid): Conference call with Tier 2 members, submitters notified of outcome.
- I. December (early): Abstract deadline – Abstracts assigned to Tier 3 electronically after verification of sponsorship by Executive Office staff.
- J. December (mid): Email from Chair or PMG to Tier 3 describing scoring process and deadlines. Scoring includes suggestions for nominating abstract to become an oral talk. Email Tier 2 to relay instructions given to Tier 3 and provide Tier 2 oversight instructions for Tier 3 to ensure timely submission of assigned abstract reviews.
- K. January (early): Tier 3 reviews due.
- L. January (mid): Tier 2 finishes any unscored submission reviews.
- M. January (late) /February (early): Subcommittee of Tier 2 Program Committee, led by the Chair (Tier 1), meets to make final abstract acceptance, oral talks, and final programming decisions. Program Chair or PMG notifies authors of rejected abstracts or of those conditionally accepted pending modification. Program Chair or PMG notifies Symposia/Workshop/Forum Chairs of scheduling of their sessions.

- N. February (late)/ March (early): PMG notifies authors of accepted abstracts, beginning with orals followed by posters.
- O. February (late): Titles for composed oral sessions are solicited from Committee members.
- P. April (mid): Late-Breaking submissions received by PMG and Chair.
- Q. April (late): Late-Breaking speakers informed of decision by Program Chair and PMG.

IV. Scientific Program

The Scientific Program is composed of the following vehicles: Symposia (Full and Mini), Workshops, Forums, Oral Communication Sessions (full and mini), Poster Communication Sessions, Special Lectures (e.g., Awards, Plenary), and Late-Breaking Session. Together, PMG and the Program Committee organizes all of these activities; the process for each is described below.

- A. **Symposia:** Full-Symposia are defined as a collection of 4-5 speakers who address a common theme. Speakers are given 20-25 minutes to present; a maximum of 5 speakers is permitted and it is expected that 1 speaker will be a discussant. A Chair and optional Co-Chair are required, one of whom should be a CPDD member. A Full-Symposium is 2 hours in duration and scheduled during the regular daily sessions. One of the speakers may be designated as the discussant. A Mini Symposium is 1 hour in duration and composed of a maximum of 3 speakers, who each have 20 min to present. There is no discussant. An individual may only speak in one Symposium, Workshop, or Forum each year. It is acceptable, however, for an individual who is speaking in a Symposium or Workshop to chair a Forum.
 1. Submission Procedure—All requests to present a symposium must be submitted electronically through the CPDD.org convention management portal that is overseen by PMG. A copy of a submission form is appended to the SOP. All fields of the form must be filled out completely in order for the application to be reviewed.
 2. Application Receipt—Forms must be received in the Executive Office by the date posted on the website (and announced at the prior Annual Meeting). Forms must be submitted through the electronic submission portal.
 3. Review Process—Symposium submissions are assigned to Tier 3 Program Committee members to review; a process overseen by Tier 2 content area experts. Submissions are assigned via the online abstract management system, which provides members the opportunity to view, score, or recuse themselves for each assigned abstract. The Chair, in conjunction with PMG, sends an email to all members with review and scoring instructions.
 4. Review Criteria—Symposia are reviewed using on a numerical scale of 1.0 to 9.0, with 1.0 being the strongest and 9.0 being-the weakest. Mini- and Full-Symposia are reviewed using the same criteria. Each member registers his or her completed score sheet. PMG staff then

compile a report that includes all scores, with committee member names blinded, for each committee member to review.

5. The following scoring system has been regularly applied to symposia and may continue to be applied at the Chair's discretion:

Calculated mean numeric score

Counted the total number of rankings that were in the top 15 (of each voter) of the total submitted

Counted the total number of rankings that were either = or > 16

Performed the following calculation:

Value = (# > 16 votes) / (# top 15 votes) * numeric mean score * 100

- a. This process will return three general groups of scores:
 - b. Group 1- Outstanding Merit, good candidates for the program (values = 1-200)
 - c. Group 2- Average Merit, *could* swing depending on program needs (values = 200-1,000)
 - d. Group 3- Below Average, should not be selected for the program (values > 1,000)
6. Final Decision—The final scores and rankings are then sent back to the members via email. A remote conference call is then organized by the Executive Office during which the ratings are discussed. The most meritorious 15-20 sessions are selected. The original scores are used to identify the top 8-12 Symposia, while other factors are used to select the remaining Symposia. These include program directives, topicality, meeting site-specific issues, etc.
 7. Notification of Chairs—Once the final decision has been made, an email message is sent to the Chairs of all Symposia informing them of the Committee's decision. Chairs of selected Symposia are asked to confirm the list of speakers and their titles. The Program Committee may request alternative speakers. No individual can be a speaker for more than one symposium. Once decisions are final, PMG will send notifications on behalf of the committee.

B. **Workshops:** Workshops are defined as a collection of 1-6 speakers who address a specific issue of direct relevance to CPDD. A Chair and optional Co-Chair are involved, but only one of the participants must be a CPDD member. Workshops are conducted during the evening time slots.

1. Submission Procedure-- All requests to present a Workshop must be submitted using the Submission portal/site that is found on the CPDD Website.
2. The Receipt, Review Process, Review Criteria, and Notification procedures are the same as for the Symposia. However, Workshops are reviewed separately from the Symposia and are ranked in order of priority of inclusion in the program, contingent on space availability. The Program Committee may request alternative presenters. No individual can be a speaker for more than one Workshop, except in unusual circumstances.

C. **Forums:** Forums are sessions on topics of general interest to the attendees as a whole. They include such areas as Public Policy, Media Training, Animals in Research, and

Industry/Academia Relations. These are submitted to the Program Committee for approval or rejection.

D. **Oral Communications:** Abstracts that are submitted for presentation at the Annual Meeting will be considered for either oral or poster presentation, or poster only.

1. Submission Procedure—All abstracts must be submitted electronically through the abstract submission portal.
2. Application Receipt—Abstracts must be submitted electronically in final form by the posted deadline, which is on or around December 1st. They are entered based on major categories defined in the Abstract Submission Form.
3. Review Process—Abstracts are electronically distributed to all members of the Program Committee. Members are then requested to nominate specific abstracts for consideration of inclusion in oral communication sessions. Members are also asked to generate 8-10 topics for oral sessions, based on their areas of expertise or knowledge of emerging and/or important topics.
4. Program Committee Meeting—A Subcommittee of Tier 2 members is selected at the discretion of the Chair to attend a 1-2-day meeting. This meeting should occur by the second week of February. Attendees at the meeting are rotated so that each member of the Committee has an opportunity to attend if they so desire. Whether they attend the in person or not, all members are asked to provide input on oral sessions.
5. Review Criteria—Abstracts are reviewed using the criteria described on the website: No individual can be first author on more than one abstract. All voluntarily submitted abstracts must be sponsored by a member of CPDD. Fellows, Regular, or Corporate Members can sponsor an unlimited number of abstracts, their own as well as those of others. Associate Members can sponsor any abstracts on which they are listed as an author. Members-In-Training can submit one abstract on which they are first author but cannot sponsor any other abstracts. Papers can be on any aspect of a drug or addiction or on the actions of drugs. They should contribute to our knowledge of the agents involved in substance use disorder, including their molecular biology, chemistry, pharmacological action, biological disposition, abuse potential, safety or clinical usefulness. Contributions concerning research on neurobiology, epidemiology, prevention, public health aspects, or management and treatment of drug dependence are also encouraged. There are two categories of abstract submissions: Original Research, and Literature Review. All categories must include an Aim, a Conclusion and a “Supported by” statement. Original Research must include Methods and Results sections. These sections are optional for the other categories. All submissions will be peer-reviewed, and time, space, and programmatic needs will be considered in decisions of acceptance or rejection, and in assignment to oral or poster sessions. First authors will receive email notification of acceptance.
6. Selection Process—During the Subcommittee meeting the selection process occurs by reviewing a collective list of all abstracts that were nominated by committee members for consideration in an oral communication session. Abstracts that do not meet the criteria stated above will be marked for rejection. Each oral communication session is composed of 4 (mini) or 8 (full) abstracts, with 1-2 additional abstracts designated as alternatives in

the event the request to present as part of an oral session is declined. Topics are designed to complement accepted Symposia and workshop topics too prevent overlap and increase meeting breadth. Approximately 15-20 hours of oral programming is developed. Oral session chairs are selected by the program committee in conjunction with PMG, with preference may be given to travel awardees and current members, typically pairing a junior investigator with a senior one.

7. Tentative titles are selected for each session.
 8. Notification of Results—The first author of the abstract is informed of his/her oral presentation via email. Once decisions are final, PMG will send notifications on behalf of the committee.
 9. The session Chair is not allowed to rearrange the presenter order during the meeting after the program is set because some attendees like to go from one session to another.
- D. **Poster Presentations:** Abstracts that are not ~~rejected or~~ selected for an oral session are automatically selected for a poster session.
1. Selection, Review Criteria, Notification Procedures—All of these factors are the same as described for the oral sessions. Poster sessions are created from the remaining abstracts but are not finalized until oral presenters have confirmed acceptance of talks, as some authors decline this option and instead prefer to present a poster. In that case, alternate abstracts chosen during the oral selection process are substituted.
 2. Topical Organization of Posters—Posters are arranged into subtopics meant to further complement talks and increase meeting breadth and topic representation.
 3. Scheduling—Authors are required to be present for at least one hour of the two-hour session when they are scheduled.
- E. **Special Lectures:** Tier 2 of the Program Committee also helps to organize any additional tracks or special lectures and/or poster sessions.

Late-Breaking Session: This 1-hour session is designed to permit the membership the opportunity to present a very limited oral communication of a recent finding. Preference is given to topics that are likely to have a wider appeal to the general membership. Talks are 5 minutes in length and no time for questions is allotted. A maximum of 10-12 presentations are selected for each individual late-breaking session. More than 1 late-breaking session may be scheduled during the meeting.

1. Submission Procedure—All abstracts must be submitted through the online abstract submission portal. A member of CPDD must be an author or co-author. The deadline for receipt of the Late-Breaking News (typically mid-April) is posted on the web and announced by to the membership via email.

2. Review Process—Tier 1 (Chair) and/or a Tier 2 members are charged with the role of reviewing the abstracts. Rapid review is necessary as the meeting is generally a few weeks away.
3. Review Criteria—The Late-Breaking submissions must contain significant new information and have been uncovered within the past 2-3 months. The topic should have some appeal based on current events, or some other special criterion.
4. Notification—PMG notifies the submitter confirmation of the decision by email. The order of presentation is generally designed to move from molecular to animal, to human to population.
5. Presentation—The Program Chair (or his/her designee) Chairs the session and is responsible for keeping to the time frame as this session is typically scheduled between other activities/sessions.

V. Miscellaneous Activities

Typically, there will be questions throughout the year regarding the submission of abstracts, Symposia, Workshops and special lectures. In addition, responses to abstract rejections must be handled carefully. Ideally, all such inquiries are submitted to CPDD via the email: info@cpdd.org which will simultaneously notify the chair of the Program Committee and associated PMG staff members. The Chair and/or PMG will decide who will contact the person or persons who raised the issue and initiate dialogue to try to resolve the problem. The Chair can enlist the aid of other Program Committee members or other College members as he/she decides. The Chair/PMG will also email presenters who do not show up for their scheduled symposium, workshop, oral communication or poster if the presenter does not notify CPDD about the cancelled presentation. The abstracts of those who do not have a reasonable excuse for failing to present will not be published on the CPDD website.