TABLE OF CONTENTS

Mission of Committee .......................................................... 3
Membership on Program Committee ........................................ 3
Committee Meeting Schedule .................................................. 4
Scientific Program ................................................................. 5
    Symposia ........................................................................... 5
    Workshops ....................................................................... 6
    Oral Communications ....................................................... 6
    Poster Presentations ......................................................... 8
    Special Lectures ................................................................ 8
    Late-Breaking News ......................................................... 8
Miscellaneous Activities ......................................................... 9
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. Critically review and 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 drug abuse, 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 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 diversity 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 1 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.
III. Committee Meetings & Communications

The primary method of communication is via email and 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 all members (including any newly appointed Committee members) at the CPDD Annual Meeting.

B. October (mid): Deadline for receipt of Symposium/Workshop/Forum Applications by Executive Office.

C. October (late): Mail Symposium/Workshop/Forum Applications to all Program Committee members from Executive Office.

D. October (late): Email from Chair to all Committee members describing process for scoring Symposia, Excel Template, and defining guidelines.

E. November (early): Committee members email Excel score sheets to Executive Office.

F. November (early) Email from Chair to all Committee members with attached overall score sheet of results.

G. November (mid): Conference call with all Committee members.

H. December (early): Abstract deadline – Abstracts sent to Committee members electronically after verification of sponsorship by Executive Office staff.

I. December (mid): Email from Chair to all Committee members describing process.

J. January/February: Committee members review abstracts and email lists for oral sessions and rejected abstracts to Executive Office.

K. January (late) /February (mid): Subcommittee meets to make up program. Chair notifies authors of rejected abstracts or of those conditionally accepted pending modification. Program Chair notifies Symposia/Workshop/Forum Chairs of scheduling of their sessions.

L. February (late)/ March (early): Executive Office notifies authors of accepted abstracts, beginning with orals followed by posters.

M. February (late): Session titles solicited from Committee members.

N. April (mid): Late-Breaking submissions received by Executive Office and Chair.
O. April (late): Late-Breaking speakers informed of decision by Program Chair and Executive Office.

IV. Scientific Program

The Scientific Program is composed of the following vehicles: Symposia (Full and Mini), Workshops, Forums, Oral Communication Sessions, Poster Communication Sessions, Special Lectures, and Late-Breaking Session. 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. A Chair and optional Co-Chair are involved, 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 X-CD or other CPDD-sponsored site. A copy of a submission form is appended to the SOP. All fields of the form must be filled out completely or the application cannot 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 applications are merged into a single file and then distributed by email to all Program Committee members. The Chair sends an email to all members with review and scoring instructions and a Symposia Scoring Template. This Template was developed by the Program Committee to facilitate a standardized scoring method. Both a sample letter and Template are appended to this SOP manual.

4. Review Criteria—Symposia are reviewed using two scores: a numerical score in the 1.0 to 5.0 range, with 1.0 being best and 5.0 being worst, and a rank order score that is relative to all other Symposia under consideration. Mini- and Full-Symposia are reviewed using the same criteria. Each member sends his or her completed score sheet to the CPDD Executive Office. The staff assign a letter code (A, B, C etc.) to each reviewer, and forward coded files to the Chair, who merges results into the Template. Blinding reviews permits members to vote on Symposia in which Program Committee members may be participating.
5. **Scoring**—After members’ scores have been received, the following algorithm is applied to generate an initial score for the symposium.

   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:
   \[
   \text{Value} = \frac{\# > 16 \text{ votes}}{\# \text{ top 15 votes}} \times \text{numeric mean score} \times 100
   \]
   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 teleconference call is then organized by the Executive Office during which the Symposia are discussed. The most meritorious 15-19 Symposia (depending on the number of Mini-Symposia) are then 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.

**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 Workshop Submission form 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 can be considered for either oral or poster presentation, or poster only, at the discretion of the first author. This preference is indicated by checking a bullet on the Abstract Submission Form.

1. **Submission Procedure**—All abstracts must be submitted electronically through X-CD or other CPDD-sponsored site.

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 generate 8-10 oral sessions based on a particular theme within their areas of expertise. These themes, along with the abstract numbers, first author and title, are forwarded to the Executive Office where they are copied and then distributed to the Committee members who will be attending the Program Committee meeting in early February.

4. **Program Committee Meeting**—A Subcommittee of Program Committee members is selected to attend a 1-2-day meeting held at the Executive Office. This meeting should be scheduled by the second week of February. Attendees at the meeting are rotated so that each member of the Committee has the opportunity to attend, if they so desire. Whether they attend or not, all members are asked to generate potential 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 drug abuse or addiction or on the actions of drugs of abuse. They should contribute to our knowledge of the agents involved in drug abuse, 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 four categories of abstract submissions: Original Research, Program Descriptions, Theoretical/Commentary, 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 with the date and time of presentation.

6. Selection Process—During the Subcommittee meeting the selection process occurs by using the oral presentation sessions that were submitted by Committee members. Abstracts that do not meet the criteria stated above will be marked for rejection. Each session is originally composed of 10 abstracts so that there are two backups in case one or more of the top 8 are used for another session or if one refuses to give an oral presentation. The Symposia topics are kept in mind when oral sessions are being created so that there is not too much overlap. This process is continued until approximately 20 oral sessions are created. This number can vary depending on the number of Full- or Mini-Symposia. Mini sessions, composed of 4 presentations, can be created to offset Mini-Symposia, if necessary. Oral session chairs are chosen by the Director of the Executive Office with preference given to travel awardees and current members, typically pairing a junior investigator with a senior one.

7. Tentative titles are selected for each session and are sent out to Committee members for comments.

8. Notification of Results—The first author of the abstract is informed of his/her oral presentation via email.

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 incorporated into 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. Diversity of Topics—Poster sessions are designed to offer a variety of different topics on each of the days that they appear in the program.

3. Scheduling—Typically, poster sessions are scheduled early in the morning and include a continental breakfast. In some locations, poster sessions occur mid-day with lunch included. Authors are required to be present for at least 1 hour of the two-hour session.

E. **Special Lectures:** The Program Committee also helps to organize a variety of special lectures. These include the President’s Lecture, other special lectures as dictated by the Executive Committee, and Teaching Sessions. Such special teaching sessions can be organized by any member of the Program Committee if there is a majority agreement that the event should be offered.
F. **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 12 presentations are selected.

1. **Submission Procedure**—All abstracts must be submitted through the X-CD or other CPDD-sponsored submission site. A member of CPDD must be an author. The deadline for receipt of the Late-Breaking News (typically mid-April) is posted on the web and announced by the Executive Office via email.

2. **Review Process**—The Chair and/or a Subcommittee are charged with the role of reviewing the abstracts. Rapid review is necessary as the meeting is generally only 6 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**—The Program Chair sends each first author a written confirmation of the decision by email. The order of presentation is generally designed to move from molecular to animal, to human to population. The schedule is published as a separate insert to the program or mobile app.

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 should be first submitted to the Executive Office. The Program Chair is notified once the issue has been logged. The Chair must then contact the person or persons who raised the issue and initiate dialogue to try to resolve the problem. The Chair may enlist the aid of other Program Committee members or other College members as he/she decides. The Program Chair also sends an email to 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.
CPDD 2017 Full Symposium Application

Form must be submitted by 11:59 PM Eastern Time on October 17

It is recommended that you compile all information necessary for completing this form in a word document (or other similar document) prior to completing this application. You will not be able to save your work on this form and return later to finalize and submit it.

PLEASE NOTE: Full symposia are 2 hours in length and may have no more than 5 speakers, one of whom must be the discussant. This provides approximately 25 minutes each for four presentations (20 minutes for the talk and 5 minutes for questions), and 20 minutes for the discussant. These guidelines are designed to ensure that speakers have the opportunity to present greater depth and breadth of their topic and to promote more discussion during the session. Please encourage your discussant to present a more broad interpretation of the topic rather than focusing just on his/her own work. The discussant should tie together the prior presentations and encourage discussion from the audience.

Due to the limited number of slots for speakers, the Program Committee will select a speaker for only one symposium or workshop.

Once the speakers, titles, and the order of their presentation have been decided (in February), nothing can be changed.

When you are notified that your proposal has been accepted for inclusion in the program, you must relay the information to the co-chair and speakers, reconfirm their participation, their member status (member/non-member), and transmit this information in a timely fashion to our office. Registration fees will be waived for up to 5 speakers in a full symposium. Please list the names and member status of every person who is to be waived. We need the information prior to the individual’s attempting to register. You should remind all participants that they must register online for the meeting, using the appropriate code provided by the chair, and reserve rooms in the hotel. It is expected that all speakers will attend at least a few days of the meeting and not limit their participation to the one session in which they are presenting.

*The Program Committee will exercise its judgment in deciding whether full symposia should be altered due to programmatic needs. In the event that a full symposium is altered, the Program Chair will contact the Symposium Chair to discuss which speakers will be included.
Title of Symposium

Chair *

First Name Last Name

Chair's E-mail *

ex: myname@example.com

Chair's E-mail 2nd entry *

ex: myname@example.com

E-mails do not match.

Chair's Phone

Area Code Phone Number

Chair's Address *

Street Address

Street Address Line 2

City State / Province

Postal / Zip Code

Please Select

Country

Co-Chair's Name *

First Name Last Name

Co-Chair's E-mail

ex: myname@example.com

Co-Chair's E-mail 2nd entry

ex: myname@example.com

E-mails do not match.

Co-Chair's Phone

Area Code Phone Number
Summary (No more than 250 words; do not duplicate speaker information or talk titles here) to include significance and specific aims of the session. (If accepted, a modified version, subject to approval by the authors, will be used for publication in the Program Book. All presenters must issue a Conflict of Interest statement – See guidelines on CPDD Web site.)

Key Words (Up to 5)

Speaker 1

Is Speaker 1 a CPDD Member?

Speaker 1's Affiliation
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<td>Postal / Zip Code</td>
<td>Please Select Country</td>
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**Speaker 1's E-mail** *
ex: myname@example.com

**Speaker 1's E-mail 2nd entry** *
ex: myname@example.com

E-mails do not match.

**Speaker 1's Phone** *
Area Code – Phone Number

**Title of Speaker 1's Talk** *

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**Is Speaker 2 a CPDD Member?** *

**Speaker 2's Affiliation** *

Speaker 2's Address *
Street Address
Street Address Line 2
City State / Province
Postal / Zip Code
Please Select Country

Speaker 2's E-mail *
ex: myname@example.com

Speaker 2's E-mail 2nd entry *
ex: myname@example.com

E-mails do not match.

Speaker 2's Phone *

Area Code Phone Number

Title of Speaker 2's Talk *

Speaker 3 *
First Name Last Name

Is Speaker 3 a CPDD Member? *

Speaker 3's Affiliation *
Speaker 3's Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country

Speaker 3's E-mail *

ex: myname@example.com

Speaker 3's E-mail 2nd entry *

ex: myname@example.com

E-mails do not match.

Speaker 3's Phone *

Area Code - Phone Number

Title of Speaker 3's Talk *


Speaker 4 *

First Name Last Name

Is Speaker 4 a CPDD Member? *

Speaker 4's Affiliation *
Speaker 4's Address
Street Address
Street Address Line 2
City
State / Province
Postal / Zip Code
Please Select
Country

Speaker 4's E-mail
ex: myname@example.com

Speaker 4's E-mail 2nd entry
ex: myname@example.com

E-mails do not match.

Speaker 4's Phone
Area Code
Phone Number

Title of Speaker 4's Talk

Discussant's Name
First Name
Last Name

Is Discussant a CPDD Member

Discussant's Affiliation
Discussant's Address

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Please Select

Country

Discussant's E-mail

ex: myname@example.com

Discussant's Phone

Area Code - Phone Number

Title of Discussant's Talk

Are all speakers confirmed? *

Yes

No

Speakers with Registration Fees to be Waived (Select up to 5, including Discussant) *

Select items

Have you proposed this same symposium to CPDD before? *

Yes

No

Have you chaired a workshop or symposium at CPDD in the past 3 years? *

Yes

No
Describe any special scheduling issues (e.g., foreign speaker can come to CPDD for only a limited time)?

Do you require AV equipment? *
- Yes
- No

Would you accept a workshop? (Please see guidelines on workshop application form) *
- Yes
- No

A confirmation that we have received your symposium and a PDF of your submission will be emailed to the address you provide below. If you do not receive a confirmation within 24 hours of submission, please contact the program chair, William Stoops, at william.stoops@uky.edu, or the director of the Executive Office, Ellen Geller at gellerellen@gmail.com.

E-mail address to send confirmation *

E-mail address to send confirmation 2nd entry *

E-mails do not match.

Enter the message as it's shown *

Submit
CPDD 2017 Mini Symposium Application

Form must be submitted by 11:59 PM Eastern Time on October 17

It is recommended that you compile all information necessary for completing this form in a word document (or other similar document) prior to completing this application. You will not be able to save your work on this form and return later to finalize and submit it.

PLEASE NOTE: **Mini Symposia** are 1 hour and limited to 3 speakers, each with 20 minutes total time. These guidelines are designed to ensure that speakers have the opportunity to present greater depth and breadth of their topic and to promote more discussion during the session. No discussant is needed for mini symposia.

Due to the limited number of slots for speakers, the Program Committee will select a speaker for only one symposium or workshop.

**Once the speakers, titles, and the order of their presentation have been decided (in February), nothing can be changed.**

When you are notified that your proposal has been accepted for inclusion in the program, you must relay the information to the co-chair and speakers, reconfirm their participation, their member status (member/non-member), and transmit this information in a timely fashion to our office. Registration fees will be waived for up to 3 speakers in a mini symposium. Please list the names and member status of every person who is to be waived. We need the information prior to the individual’s attempting to register. You should remind all participants that they must register online for the meeting, using the appropriate code provided by the chair, and reserve rooms in the hotel. It is expected that all speakers will attend at least a few days of the meeting and not limit their participation to the one session in which they are presenting.

**Title of Symposium**

*
Chair *
First Name
Last Name

Chair's E-mail *
ex: myname@example.com

Chair's E-mail 2nd entry *
ex: myname@example.com

E-mails do not match.

Chair's Phone
Area Code Phone Number

Chair's Address *
Street Address
Street Address Line 2
City State / Province
Postal / Zip Code Country

Co-Chair's Name
First Name Last Name

Co-Chair's E-mail
ex: myname@example.com

Co-Chair's E-mail 2nd entry
ex: myname@example.com

E-mails do not match.

Co-Chair's Phone
Area Code Phone Number
Co-Chair's Address

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country

Summary (No more than 250 words; do not duplicate speaker information or talk titles here) to include significance and specific aims of the session. (If accepted, a modified version, subject to approval by the authors, will be used for publication in the Program Book. All presenters must issue a Conflict of Interest statement – See guidelines on CPDD Web site.) *

Key Words (Up to 5) *

Speaker 1 *

First Name

Last Name

Is Speaker 1 a CPDD Member? *

Speaker 1's Affiliation *
Speaker 1's Address *

Street Address

Street Address Line 2

City

Postal / Zip Code

State / Province

Country

Please Select

Speaker 1's E-mail *

ex: myname@example.com

Speaker 1's E-mail 2nd entry *

ex: myname@example.com

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Speaker 1's Phone *

Area Code

Phone Number

Title of Speaker 1's Talk *

Speaker 2 *

First Name

Last Name

Is Speaker 2 a CPDD Member? *

Speaker 2's Affiliation *

CPDD 2017 Mini Symposium Application https://form.jotform.com/61715469872164

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Street Address Line 2

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State / Province

Postal / Zip Code

Please Select Country

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Speaker 3's E-mail 2nd entry *
ex: myname@example.com

E-mails do not match.

Speaker 3's Phone *

Area Code - Phone Number

Title of Speaker 3's Talk *

Are all speakers confirmed? *

☐ Yes

☐ No

Speakers With Registration Fees to Be Waived (Select up to 3) *

Select items

Have you proposed this same symposium to CPDD before? *

☐ Yes

☐ No

Have you chaired a workshop or symposium at CPDD in the past 3 years? *

☐ Yes

☐ No
Describe any special scheduling issues (e.g., foreign speaker can come to CPDD for only a limited time)?

Do you require AV equipment?  *
- Yes
- No

Would you accept a workshop? (Please see guidelines on workshop application form)  *
- Yes
- No

A confirmation that we have received your symposium and a PDF of the submission will be emailed to the address you list below. If you do not receive a confirmation within 24 hours of submission, please contact the program chair, William Stoops, at william.stoops@uky.edu, or the director of the Executive Office, Ellen Geller at gellerellen@gmail.com.

E-mail address to send confirmation  *
ex: myname@example.com

E-mail address to send confirmation 2nd entry  *

e: myname@example.com

E-mails do not match.

Enter the message as it's shown  *

Submit
CPDD 2017 Workshop Application

Form must be submitted by 11:59 PM Eastern Time on October 17

It is recommended that you compile all information necessary for completing this form in a word document (or other similar document) prior to completing this application. You will not be able to save your work on this form and return later to finalize and submit it.

PLEASE NOTE: Workshops are usually scheduled for evening slots (7:00 p.m. – 9:00 p.m.) If AV is indicated on form, then screen, projector and computer will be provided. A student tech will be assigned to your session and a professional tech will circulate among the meeting rooms or staff a nearby desk to assist if needed.

THERE IS NO FUNDING AVAILABLE FOR WORKSHOP SPEAKERS.

Due to the limited number of slots for speakers, the Program Committee will select a speaker for only one symposium or workshop.

When you are notified that your proposal has been accepted for inclusion in the program, you must relay the information to the co-chair and speakers, re-confirm their participation, and transmit this information in a timely fashion to our office. You should remind all participants that they must register for the meeting and reserve rooms at the hotel. Registration can be done online or on forms available at CPDD.org

Title of Workshop *

Chair *

Chair's E-mail *

ex: myname@example.com
Chair's E-mail 2nd entry *

ex: myname@example.com

E-mails do not match.

Chair's Phone
Area Code
Phone Number

Chair's Address *
Street Address
Street Address Line 2
City
Postal / Zip Code
State / Province

Chair's Address *
Street Address
Street Address Line 2
City
Postal / Zip Code
State / Province

E-mails do not match.

Co-Chair's Name
First Name
Last Name

Co-Chair's E-mail
ex: myname@example.com

Co-Chair's E-mail 2nd entry
ex: myname@example.com

E-mails do not match.

Co-Chair's Phone
Area Code
Phone Number

Co-Chair's Address
Street Address
Street Address Line 2
City
Postal / Zip Code
State / Province

Co-Chair's Address
Street Address
Street Address Line 2
City
Postal / Zip Code
State / Province

Please Select
Country

Please Select
Country

CPDD 2017 Workshop Application
https://form.jotform.com/61714385457159
2 of 8
Summary (No more than 250 words; do not duplicate speaker information or talk titles here) to include significance and specific aims of the session. (If accepted, a modified version, subject to approval by the authors, will be used for publication in the Program Book. All presenters must issue a Conflict of Interest statement – See guidelines on CPDD Web site.)

Key Words (Up to 5)

Speaker 1
First Name  Last Name

Is Speaker 1 a CPDD Member?

Speaker 1's Affiliation

Speaker 1's Address
Street Address
Street Address Line 2
City  State / Province
Postal / Zip Code  Country

Speaker 1's E-mail  ex: myname@example.com
Speaker 1's E-mail
2nd entry

E-mails do not match.

Speaker 1's Phone

Area Code - Phone Number

Title of Speaker 1's Talk

Speaker 2

First Name Last Name

Is Speaker 2 a CPDD Member?

Speaker 2's Affiliation

Speaker 2's Address

Street Address

Street Address Line 2

City State / Province

Postal / Zip Code Country

Speaker 2's E-mail

ex: myname@example.com

Speaker 2's E-mail
2nd entry

E-mails do not match.
Speaker 2's Phone

Area Code – Phone Number

Title of Speaker 2's Talk

Speaker 3

First Name – Last Name

Is Speaker 3 a CPDD Member?

Speaker 3's Affiliation

Speaker 3's Address

Street Address

Street Address Line 2

City – State / Province

Postal / Zip Code – Country

Speaker 3's E-mail

ex: myname@example.com

Speaker 3's E-mail 2nd entry

ex: myname@example.com

E-mails do not match.

Speaker 3's Phone

Area Code – Phone Number
Title of Speaker 3's Talk

Speaker 4
First Name Last Name

Is Speaker 4 a CPDD Member?

Speaker 4's Affiliation

Speaker 4's Address
Street Address
Street Address Line 2
City State / Province
Postal / Zip Code Country

Speaker 4's E-mail
ex: myname@example.com

Speaker 4's Phone
Area Code - Phone Number

Title of Speaker 4's Talk

E-mails do not match.
Speaker 5's Name
First Name
Last Name

Is Speaker 5 a CPDD Member

Speaker 5's Affiliation

Speaker 5's Address
Street Address
Street Address Line 2
City
State / Province
Postal / Zip Code
Country

Speaker 5's E-mail
ex: myname@example.com

Speaker 5's E-mail
2nd entry
ex: myname@example.com

E-mails do not match.

Speaker 5's Phone
Area Code
Phone Number

Title of Speaker 5's Talk

Are all speakers confirmed? *
Yes
No

Have you proposed this same workshop to CPDD before? *
Yes
No
Have you chaired a workshop or symposium at CPDD in the past 3 years? *

- Yes
- No

Describe any special scheduling issues (e.g., foreign speaker can come to CPDD for only a limited time)?

Do you require AV equipment? *

- Yes
- No

A confirmation that we have received your workshop and a PDF of your submission will be emailed to the address you provide below. If you do not receive a confirmation within 24 hours of submission, please contact the program chair, William Stoops, at william.stoops@uky.edu, or the director of the Executive Office, Ellen Geller at gellerellen@gmail.com.

E-mail address to send confirmation *

ex: myname@example.com

E-mail address to send confirmation 2nd entry *

ex: myname@example.com

E-mails do not match.

Enter the message as it's shown *

Submit

Powered by JotForm
CPDD 2017 Forum Application

Form must be submitted by 11:59 PM Eastern Time on October 17

It is recommended that you compile all information necessary for completing this form in a word document (or other similar document) prior to completing this application. You will not be able to save your work on this form and return later to finalize and submit it.

Forums are 1–2 hours in length. Forum topics should be of broad interest to meeting attendees (e.g., policy issues, funding of research). There are only limited funds available for support of speakers who could not attend otherwise. Requests will be handled on a per-case basis.

When you are notified that your proposal has been accepted for inclusion in the program, you must relay the information to the co-chair and speakers, re-confirm their participation, and transmit this information in a timely fashion to Ellen Geller in our office. If financial support is needed, please send a letter explaining the circumstances. You should remind all participants that they must register for the meeting (whether the fee is paid by the speaker or from other sources) and reserve rooms at the hotel. Registration can be done online or on forms available at CPDD.org.

Title of Forum *

Chair *
First Name
Last Name

Chair's E-mail *
ex: myname@example.com

Chair's E-mail 2nd entry *
ex: myname@example.com
E-mails do not match.

**Chair's Phone**

Area Code  Phone Number

**Chair's Address** *

Street Address

Street Address Line 2

City  State / Province

Postal / Zip Code  Please Select Country

**Co-Chair's Name**

First Name  Last Name

**Co-Chair's E-mail**

ex: myname@example.com

**Co-Chair's E-mail**

ex: myname@example.com 2nd entry

E-mails do not match.

**Co-Chair's Phone**

Area Code  Phone Number

**Co-Chair's Address**

Street Address

Street Address Line 2

City  State / Province

Postal / Zip Code  Please Select Country
Summary (No more than 250 words; do not duplicate speaker information or talk titles here) to include significance and specific aims of the session. (If accepted, a modified version, subject to approval by the authors, will be used for publication in the Program Book. All presenters must issue a Conflict of Interest statement – See guidelines on CPDD Web site.)

Key Words (Up to 5)

Is Speaker 1 a CPDD Member?

Speaker 1's Affiliation

Speaker 1's Address

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country

Speaker 1's E-mail ex: myname@example.com
E-mails do not match.

Speaker 1's Phone
Area Code - Phone Number

Title of Speaker 1's Talk

Speaker 2
First Name Last Name

Is Speaker 2 a CPDD Member?

Speaker 2's Affiliation

Speaker 2's Address
Street Address
Street Address Line 2
City State / Province
Postal / Zip Code Country

Speaker 2's E-mail
ex: myname@example.com

Speaker 2's E-mail 2nd entry
ex: myname@example.com

E-mails do not match.
Speaker 2's Phone

- Area Code
- Phone Number

Title of Speaker 2's Talk

Speaker 3

- First Name
- Last Name

Is Speaker 3 a CPDD Member?

Speaker 3's Affiliation

Speaker 3's Address

- Street Address
- Street Address Line 2
- City
- State / Province
- Postal / Zip Code
- Country

Speaker 3's E-mail

ex: myname@example.com

Speaker 3's E-mail 2nd entry

ex: myname@example.com

E-mails do not match.
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<tr>
<th>Title of Speaker 4's Talk</th>
</tr>
</thead>
</table>
Speaker 5's Name
First Name
Last Name

Is Speaker 5 a CPDD Member

Speaker 5's Affiliation

Speaker 5's Address
Street Address
Street Address Line 2
City
State / Province
Postal / Zip Code
Country

Speaker 5's E-mail
ex: myname@example.com

Speaker 5's E-mail
2nd entry
ex: myname@example.com

E-mails do not match.

Speaker 5's Phone
Area Code
Phone Number

Title of Speaker 5's Talk

Are all speakers confirmed? *
☐ Yes
☐ No
Describe any special scheduling issues (e.g., foreign speaker can come to CPDD for only a limited time)?

Do you require AV equipment? *
- Yes
- No

Describe any special set up in your room (e.g., classroom rather than theater-style seating)? *

Do you agree to have your session listed for CME credits if approved? *
- Yes
- No

A confirmation that we have received your workshop and a PDF of your submission will be emailed to the address you provide below. If you do not receive a confirmation within 24 hours of submission, please contact the program chair, William Stoops, at william.stoops@uky.edu, or the director of the Executive Office, Ellen Geller at gellerellen@gmail.com.

E-mail address to send confirmation *
ex: myname@example.com

E-mail address to send confirmation 2nd entry *
ex: myname@example.com

E-mails do not match.
Dear Program Committee Members:

This is a lengthy, detailed email. Please read it carefully and save for later reference. Along with this message I am attaching three files: 1) an excel file for scoring, 2) a PDF file of all symposium, workshop and forum applications and 3) a word file containing the titles, chairs and speakers for the 2015 and 2016 symposia, workshops and forums. The order of applications in the PDF file matches the order on the excel spreadsheet and the PDF is fully searchable and bookmarked by the chair's last name for ease of review. Symposia, Workshops and Forums are each on a separate worksheet tab in the excel file.

This excel file (file name: TEMPLATE Scoring_2017_Symposia Workshops Forums) will be used as your score sheet. Please do not modify the original contents (i.e., add/delete rows or columns, re-sort rows, etc.). Save the file and replace the word “TEMPLATE” with your last name (e.g. mine is STOOPS Scoring_2017_Symposia Workshops Forums). Each application will be scored based on the Review Procedure specified in the Standard Operating Procedures for the CPDD Program Committee. The key to the success of the process is that each phase is completed on time and the review instructions are carefully followed.

The process is as follows:

• You will review and score the submissions and return your scores to the CPDD office.
• The CPDD office will assign an ID to each reviewer to blind the reviews and will forward de-identified reviews to me.
• I will tabulate final scores and return the results to the Committee members in a merged file.
• We will have a conference call on 11/15/16 at noon during which the final decisions will be made about the submissions selected for inclusion in the scientific program. Call in details will be sent a few days before our call.

Review Procedure for symposium and workshop applications:

You will be assigning two scores to each symposium: a numerical priority score [with one significant figure (e.g. 1.5, 4.3)], and an overall ranking (integers only) in relation to the other applications. You will only be ranking workshops. You will enter both of these scores directly on the Excel spreadsheet.

1) Priority score: Review symposia for scientific content, scope, depth of coverage and the composition of speakers. Please include a score for every symposium, even if you are not an expert in that particular area. Scores should range from 1.0 (outstanding) to 5.0 (unacceptable). The process works best when the full range of scores is used. Please do not make a distinction between full and mini-symposia when scoring; treat them all as one group.

2) Overall Ranking: Use this score to address the issue of significance and interest to the CPDD membership. You should rank them from 1 to 47 for symposia and 1 to 19 for the workshops on the basis of which ones are likely to be of greater interest to the membership. This ranking will allow some latitude in the scientific details of the application in exchange for promoting a timely or fast-breaking area as well as addressing areas that have received little attention in the past. This permits you to insert your own personal views about which sessions should be given high preference. We are trying to increase participation of preclinical researchers. We also have a number INVITED applications that the Program Committee solicited based on priorities established at our last meeting in June 2016. These are highlighted in peach for CPDD only sessions or green for shared CPDD/ICRS sessions. Please keep that in mind during the review and scoring process.
During the review, please use the list of programming for the last two years as a guide in your scoring and ranking so we can have new topics for the 2017 meeting. Please enter the scores in the correct columns in the score sheet and check your work.

**Review Procedure for Forum applications:**

We have a plan for 3 forums, but only have details for 1, the Media Forum. The other 2 annual forums are pending submission (the Animal Forum and the Policy Forum). The chairs are included in the worksheet and are highlighted in grey--I do not have topics for these yet, but will share them as soon as they are available. We need to consider slots available for forums in our discussion. Forums should cover a topic of very broad interest to the membership and deal with issues not covered in typical symposia or workshop formats. Forums run unopposed with other sessions.

You will need E-mail your Excel scoring sheet to Neico Smith (neicosmith078@gmail.com) by Friday, 11/4/16 at 5 pm Eastern time or they will not be included in the overall tabulation. Neico and I need time to compile and quantify your scores before the conference call. Please be sure to save your file with your last name at the beginning of the file name so Neico knows which file belongs to you. Neico will assign a letter code to each reviewer and then the renamed files will be sent to me. Thus, nobody (except you) will know which scores are yours. This will permit you to feel free to vote on symposia in which Program Committee members may be participating. Please add comments that you think are important to discuss in the comment column. For example, if you think a session doesn't look like it will contain new data - or if you have seen that session elsewhere, please comment on that. If there is overlap in content with recent symposia, or with another proposal for this year, please note that as well. Sometimes, there are speakers listed in multiple symposia. I have done my best to note the overlap (with names of overlapping speakers in red text), but please note any overlap speakers I have missed and we can discuss this during the conference call. I have highlighted chairs or co-chairs that I have identified as having submitted more than one application and speakers that appear in multiple applications in red, as well. If you identify any more please include that in your comments and let me know.

If there are symposia that you think are more suitable to being workshops, please comment on that. Sessions that clearly won't be focused on scientific data but that still have merit possibly could fall into that category. Also, please think about whether there are topics clearly missing from the program based upon these submissions and get back to me as soon as you can about this. We can solicit specific sessions if we think that something is missing.

Please let me know if you have any questions. Happy reading and thank you for your service.

-Bill.