

Good Practice for Conference Abstracts and Presentations

**MEDCOMMS NETWORKING
BRUNCH CLUB
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DISCLOSURES

I am an employee of Caudex, McCann Health Medical Communications, which provides medical communication and publication services to pharmaceutical and biotech clients

The contents of this presentation do represent the views of my employer

I am presenting this joint work with the consent of my co-authors:

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- Liz Wager
- Mina Patel
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- Antonia Panayi
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GPP3 AND CONGRESS PRESENTATIONS

Generally “journal or congress” throughout

3. Journal and congress requirements should be followed, especially ethical guidelines on originality and avoiding redundancy (that is, duplicate publication).

2.3: Authorship

2.3.1: Qualifications for Authorship We recommend using the ICMJE authorship criteria, updated in 2013, unless the target journal or congress has different requirements

Previous congress presentations of a study should be disclosed when a manuscript is submitted to a journal.

3.2: Presentations at Scientific Congresses

Congress guidelines should be followed for abstract submissions and presentations. Authors should disclose prior presentations at other congresses (if the abstract submission system allows) and include the trial registration number, if possible. The same authorship criteria used for journal publications (for example, as described by the ICMJE) should be used for congress presentations. A repeated presentation of the data to different congresses is permissible to reach different audiences, provided that the congress permits this “encore” presentation and copyright requirements are respected. Encore presentations should usually have the same authorship as the original presentation. However, authorship of encore presentations at national or local meetings may differ slightly (for example, to enable presentation in the appropriate language in situations where the congress does not allow nonauthor presenters), provided that all original authors agree.

Addition or removal of author

In certain circumstances during the development of a publication, it may be necessary to add or remove an author (e.g., if an author fails to provide a substantial contribution or approve the final version of the work). In such cases, all authors should agree to the change. Only in rare cases, such as the work substantially changing in response to reviewer comments, should addition or removal of an author be considered after submission.

For encore presentations of abstracts at local language congresses where presenters are required to be an author, an additional name may be added to the author list (with all authors' permission) for the purpose of presenting on behalf of the group in the local language. This person should be clearly identified as “Presenting on behalf of. . .” in the abstract author byline if possible but at least in the presentation.

UNANSWERED QUESTIONS

Authorship (too many to count)

Approval (...and translations)

Copyright

Redundant publication (encores)

Publishing vs disclosure via abstract

Distribution (preliminary results)

Disclosures (extent?)

Congress peculiarities

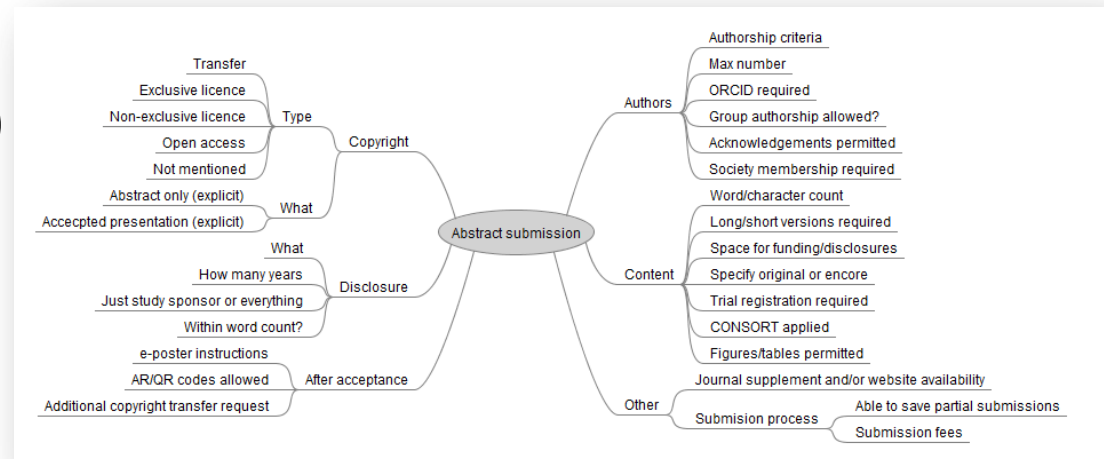
E-posters

Citations

Handouts

Patient attendees and promotion?

...and many more



TAKING IT FORWARD

We were very GPP3 compliant:

- Kick-off TC, brainstormed and listed unresolved issues
- Circulated for comment
- Assigned responsibility for various sections to working group members
- Brought it all back together and started organizing it
- Realised there were still holes
- Filled those...
- Posted the original draft as a preprint on *PeerJ*



PUBLICATION DEVELOPMENT

Tabulated PeerJ feedback

Author meeting to discuss and action

Revised document according to discussions

All authors approved for submission to
Research Integrity and Peer Review (RIPR)

Peer review comments received (eventually)

Author meeting to address/rebut one blind
reviewer, one open

Resubmission and acceptance!



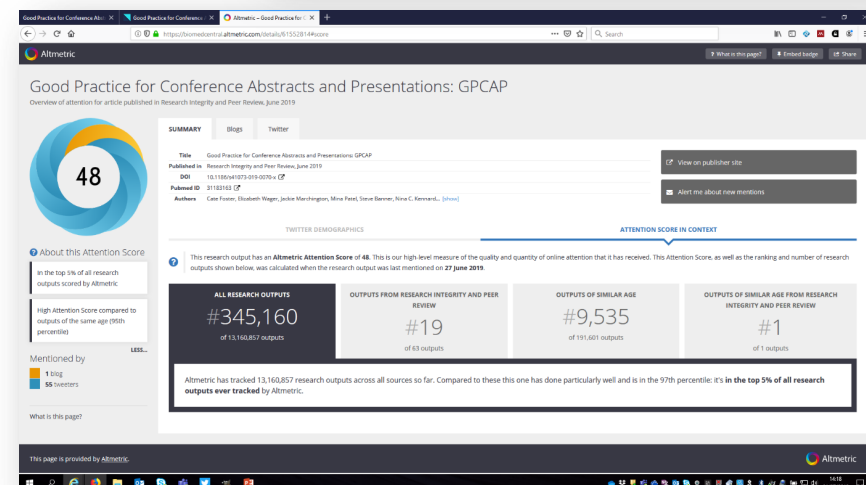
SINCE LAUNCH

We've had tweets from the UK Research Integrity Office (UKRIO) and a retweet from the Peer Review Congress

>1500 accesses in the first 3 weeks

~4300 accesses in total (Oct 2019)

Serialized on Twitter by Turacow



STRUCTURE

Same structure as GPP3

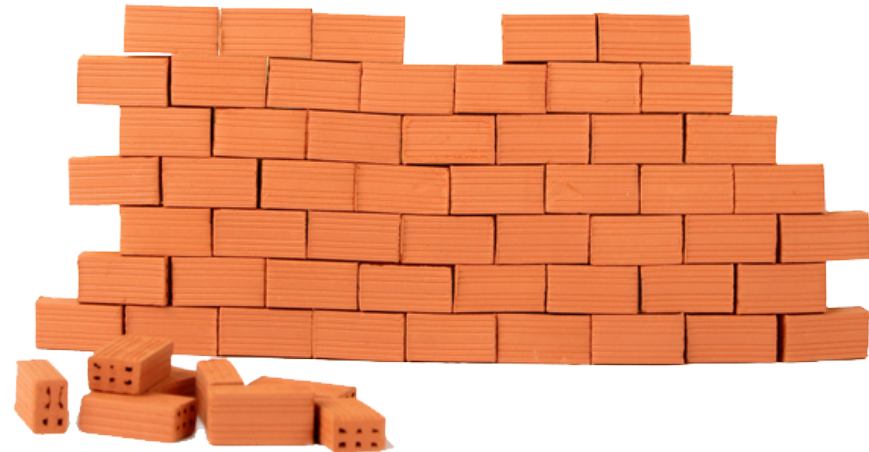
Intro

Methodology

Principles

Recommendations

- Numbered sections to aid navigation
- Some repetition, but deliberate if relevant to >1 section



PRINCIPLES

Authorship – acknowledging practical limitations like availability and language skills

Author contributions – practically, how much can an author truly contribute to e.g. 250 words

Transparency – expectations should be no lower than in a full manuscript

- contributors (vs authors)
- study linkage/registration
- funding disclosure and COI
- use of medical writers

CONFERENCE ORGANIZERS SHOULD:

Encourage the inclusion of contributor lists on posters and slides

Include a field for trial registration details on abstract forms and publish this information with the abstract

Include a field for sponsor information on abstract forms and publish this information with the abstract

Include a field for disclosing medical writing support on abstract forms and publish this information with the abstract

Use ORCID identifiers to identify authors and presenters

Not set arbitrary limits on the number of authors, and permit the use of study group names

Distinguish between authors (meeting the ICMJE criteria) and any additional individuals (who are not authors or contributors) included in the submission, for example, as a result of a requirement for a society member to sponsor submissions. With limited space in any printed book of abstracts, this information might be restricted to appearing with the online version of the abstract

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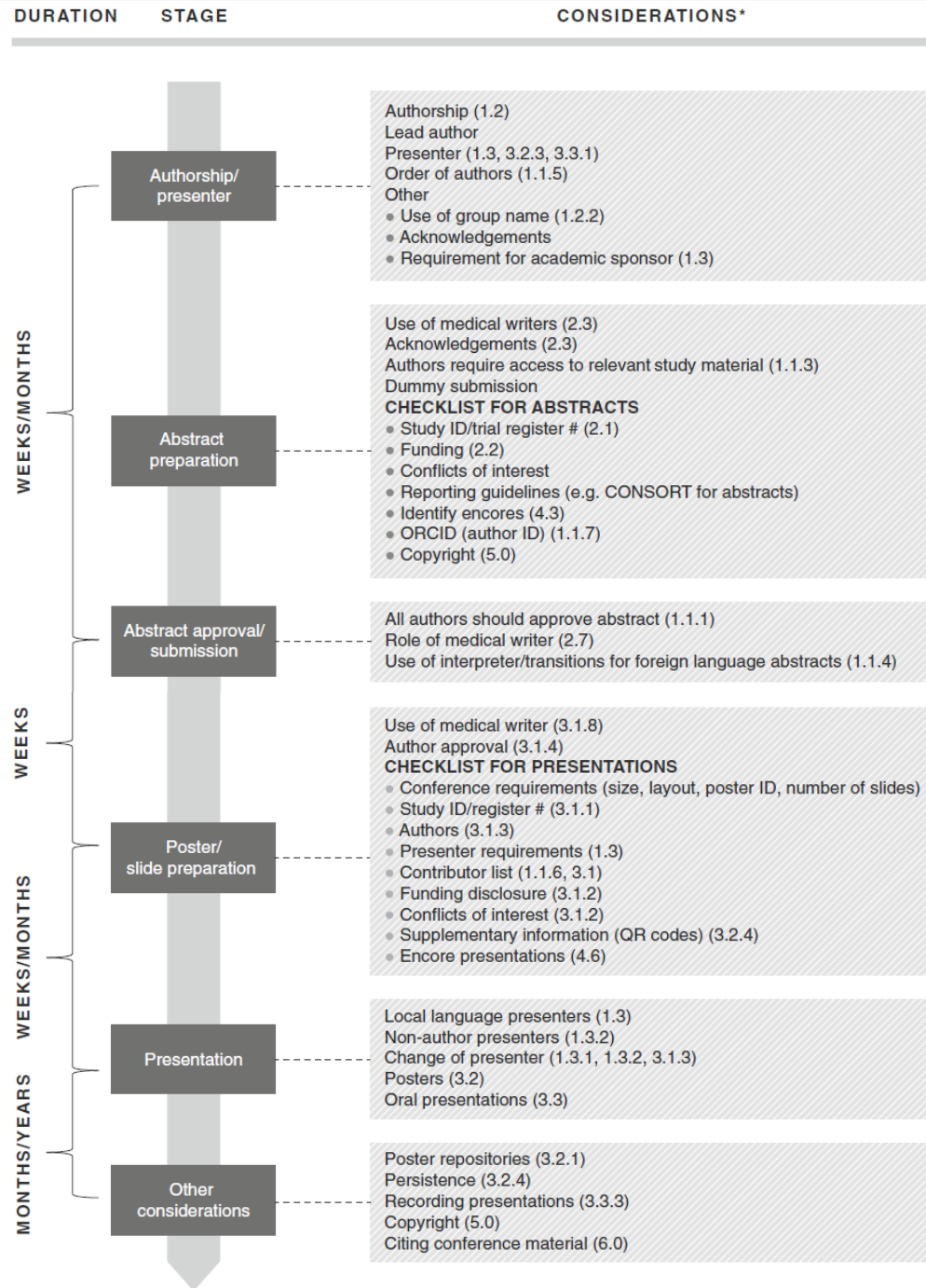
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ROADMAP



*A key stage in the development of a conference submission is planning. This includes aspects such as selecting the target conference(s), the number of abstracts to be submitted, the suitability of encore presentations etc. These planning aspects are not considered within scope for GPCAP so are not discussed here.



RECOMMENDATIONS

1. AUTHORSHIP



Follow ICMJE as far as possible, but recognize there is a limited amount of 'significant input' that can go into a 250 word abstract

all named authors should review at least once and approve the final content

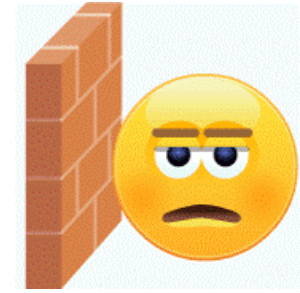
Use of translators and acknowledgement, vs local language presenters

What to do when lead authors don't want to be involved (usually for encores)

support company authors' right to present (assuming suitable role)

Local presenters, sponsoring society members and non-author presenters

2. ABSTRACTS



Please don't make us waste word count on administrative details

Study IDs and funding statements should be included

Word counts vs CONSORT for abstracts – more space needed!

Post-publication encores should be avoided – redundant!

Permit proxy submission and avoid one-hit wonder submission sites

3.1 PRESENTATIONS

Title and authors should match submitted abstract

- Guidance on disappearing authors

Study IDs and funding statements should be included

Author review and approval (see section 1)

No mega-changes after all-author approval

- Actual final version should go to all authors if changed

If the data change between the abstract and the presentation...

- minor: add a footnote
- major: alert the congress

Full disclosure of writing/design support



3.2 POSTERS



Consider whether posters posted online may jeopardize full publication

Posters are NOT peer-reviewed. If you must cite it, only do so until the full publication is out, see also section 6

Poster presenters should be agreed before abstract submission, but acknowledge that plans can change. For options on alternative presenters, see section 1

If there isn't room on the poster for all the disclosures, contributor lists etc, consider a QR code

Persistence of online material:

- Online content/QR content should only be accessible by attendees, unless specified otherwise by the conference organizers
- Consider limiting QR accessible content to the duration of the meeting
- *Online content should come down once the full publication is out*

3.3 ORALS



Presenters should be agreed before abstract submission, but acknowledge that plans can change. For options on alternative presenters, see section 1

the originally intended presenter should brief their substitute

Non-author presenters should be clearly identified as such

Recorded presentations or standalone slide postings present the same issues as online posters

Persistence – same issues as for posters

“But the speaker changed it all in the rehearsal” dealt with in Section 1

4. ENCORES



Just because you can, doesn't mean you should

Encores should be clearly identified as such, on the abstract submission and subsequent poster or oral presentation

When is an encore not an encore?

- Update of existing data set \approx encore (declare previous presentation of earlier data set)
- Adding new data \neq encore (declare part of the data have been presented previously)
- Encore checklist

5. COPYRIGHT



Read the licensing agreement during submission to see what you're actually giving away

As © in a presentation resides with the authors (unless explicitly signed over):

- Consider asking authors to assign usage rights (e.g. for encores) to the sponsor after the first presentation
- Be mindful of third-party material in presentations – additional permissions may be required for encores

If conferences require usage rights, please consider CC BY licences

Don't try rewriting what would otherwise be an encore to avoid the requirement for copyright permission

6. CITATIONS



Encourage users not to use conference **presentations** as citations. Abstracts if you must

Conference presentations are not peer-reviewed:

- Abstracts are screened by a scientific committee
- Posters and oral presentations are rarely (never?) screened

The abstract is published, the poster isn't, so consider what is publically available and discoverable (if you can get a doi, that helps with discoverability)

Caution regarding persistence of conference outputs

If your poster had data that your publication doesn't, consider supplementary info to get those data citable (rather than persist in citing the paper and the poster)

USE IT

With clients

It's CC BY so can be distributed without permission, as long as attribution is retained

BUT – please send the link, so we get the download metrics

Problem-solve with it, make recommendations based on it

With authors

Again, problem-solve with it, badger them with it

With colleagues

Test it with real-life scenarios

Good Practice for Conference Abstracts and Presentations

THANK YOU