
IN-09 FIP internal guidelines for planning for Pharmaceutical Sciences World Congress (PSWC)

These guidelines were developed to facilitate planning and organisation of sessions at the PSWC 2020 in Montreal (Canada) and are primarily intended for session organisers.

Sessions Planning Instructions

The PSWC organized by FIP every 3-4 years is the premier venue to share new discoveries and exchange ideas with pharmaceutical scientists, students and educators, as well as practicing pharmacists from around the world. To enable effective development of your programme contribution, we compiled a list of relevant review criteria that will be used by the International Scientific Programme Committee during the selection process:

- 1) **Alignment of session proposal to a defined scientific congress track:** The topic of your session should be current, address the objectives of the congress programme as a whole, and demonstrate clear relevance for one of the specified congress tracks.
- 2) **Novelty of research presented:** Ensure that the title and content of your session proposal reflects the novelty and originality of the research presented. Innovation and creativity benefit programme quality and result in greater impact. Do not repeat topics addressed to the same degree at a previous PSWC.
- 3) **Clear purpose and well-defined learning objectives:** State a clear “take home message” for a contemporary issue within the pharmaceutical sciences.
- 4) **Interdisciplinary approach:** Session proposals collaboratively developed between different stakeholders are strongly encouraged as they attract a broader audience to the venue. This includes, interdisciplinary proposals demonstrating synergy between different scientific disciplines. Alternatively, proposals combining fundamental scientific concepts with relevant implementation in pharmaceutical care and/or education.
- 5) **International perspective:** Reflect on the relevance of the scientific topic for economically advanced as well as economically challenged countries. Suggest qualified speakers from different geographical regions and consider presentations from experts outside of the



pharmacy/pharmaceutical sciences field to underline broader relevance of the proposed scientific topic.

- 6) **Creative session format:** Explore innovative session formats that are more interactive and engage the audience (e.g., round table discussions, interviews, or facilitated debates).

Additional Suggestions:

- motivate/challenge the audience with provocative examples to solicit feedback.
- address educational needs relevant to pharmaceutical sciences/pharmacy workforce development. Are we prepared for the future? Present results from innovative case studies.
- propose solutions to anticipated logistic challenges associated with the proposed session.
- attempt diversity in approach and style; limit speaking engagement of the same person to one session.
- Consider a maximum of 4 speakers for a 3 h session (2-3 speakers max. for a 1.5h session).

Important Deadlines

The call for session proposals is disseminated via e-mail to all FIP stakeholders and affiliated organisations towards the middle of **October 2018**. Detailed information regarding the scope of the PSWC2020, incl. descriptions of the identified scientific tracks, is available at

<https://pswc2020.congress.pharmacy/programme-2020/>.

- ✓ 28 February 2019

Deadline for the submission of session proposals. Only proposals with completed “Introduction”, “Learning Objectives” and “Draft Programme” sections will be considered for review by the International Scientific Programme Committee. Please note that speaker suggestions are non-binding and may be modified to accomplish desired geographical and gender balance.

- ✓ March 2019

Complete session proposals will be reviewed by the International Scientific Programme Committee and ranked according to review criteria listed above. The session organiser will be informed via e-mail of the review decision by April 2019. If accepted, members of a dedicated Track Coordinating Team will communicate with the organiser to discuss suggested modifications of the original proposal, if necessary, and to provide logistic details of the subsequent administrative steps. Please note that session organisers are **not**



authorized to extend formal invitations for PSWC2020 speaking engagements.

- ✓ 30 June 2019
Updated session information will be compiled into the preliminary programme that is shared with session organisers.
- ✓ October 2019
Confirmed speakers are officially invited by FIP staff.

Session Proposals Checklist

The call for proposals will include a link to a dedicated on-line submission site that requires the following information:

- ✓ Session title
- ✓ Selection of most relevant Congress Track and Congress Theme
- ✓ Introduction (i.e., brief session description)
- ✓ Promotional summary
- ✓ Learning objectives
- ✓ Draft programme (i.e., suggested presentation titles)
- ✓ Suggestions for qualified speakers (please do **not** contact speakers)

Fédération
Internationale
Pharmaceutique

International
Pharmaceutical
Federation

Helpful Hints for Preparing a Successful Session Proposal

- Use a short but distinct title for your session (Please note, title of approved sessions may be modified to enhance marketing impact).
- Introduction must describe the intended scope of the session.
- Include desired logistics details for innovative session.
- Clearly define the main organising body of the session (i.e., SIG, BPP Section). For collaborative sessions involving different FIP stakeholders, please assure cooperation from all participating groups prior to submission.
- Only complete session proposals submitted by 28 February 2019 via the dedicated PSWC2020 web portal will be considered during the review/selection process. After the deadline, submission will be closed. Incomplete proposals will not be accepted.

Learning Objectives

How to write relevant learning objectives:

- Use the point of view of the learner (what the learner will be able to do as a result of attending the session). The following format should be used: "At the end of the session, participants should be able to"
- Objectives should be within the scope of the programme
- Avoid multi-pronged objectives



- Use up to 4 objectives per session (more than four will be difficult to achieve)
- Refer to practical and job-related objectives
- Use verbs from examples below – based on the verb chosen, the session will be knowledge-based or application-based.

KNOWLEDGE-BASED SESSION	APPLICATION-BASED SESSION Enhancement of thinking skills	Development of psychomotor skills	Changes in attitudes, values and/or feelings
To identify	To compare	To demonstrate	To challenge
To list	To contrast	To produce	To defend
To define	To catalogue	To assemble	To judge
To describe	To classify	To adjust	To question
To state	To evaluate	To install	To adopt
To prepare	To forecast	To operate	To advocate
To express	To formulate	To detect	To bargain
To categorise	To investigate	To locate	To cooperate
To chart	To modify	To isolate	To endorse
To rank	To organise	To arrange	To justify
To distinguish	To plan	To build	To persuade
To explain	To research	To conduct	To resolve
To outline	To translate	To check	To select
To inform	To differentiate	To manipulate	To dispute
To label	To analyse	To fix	To approve
To specify	To compute	To lay out	To choose
To tell	To devise	To perform	To express
		To sort	
		To construct	
		To draw	

From Caffarella RS. (1994). Planning Programs for Adult Learners. San Francisco: Jossey-Bass.

on
ionale
eutique
ional
eutical
on

Logistics After Session Proposal Is Submitted

After the submission deadline, the International Scientific Programme Committee will review complete submissions applying the standard set of review criteria as outlined above. Proposal selection for the preliminary programme is competitive, since we anticipate more submissions that we can accommodate on the programme grid. Session organisers will be informed via e-mail whether or not a submission has been selected for the preliminary programme. For accepted proposals, members of a dedicated Track Coordinating Team may communicate with the organiser to discuss suggested modifications of the original proposal, if necessary.

All questions about the PSWC2020 web portal can be sent to pswc@mci-group.com.

Please direct all other questions related to your submission to Ms Paula Cohen (paula@fip.org).

Logistics After Session Proposal Is Accepted

If your proposal has been accepted, you will be closely working with members of a dedicated Track Coordinating Team to finalize session speakers and identify



a suitable chair among the speakers who will be the contact person for this session. The Track Coordinating Team will explore the availability of suggested speakers and provide them with all the session information, incl. introduction, learning objectives and presentation titles as approved by the International Scientific Programme Committee.

Speakers

Speakers of approved sessions will be formally invited by a FIP representative in October 2019.

Speaker Reimbursement Policy

Each speaker will be offered a "standard reimbursement package" that includes a complimentary congress registration, travel allowance for economy class, and an accommodation allowance. The level of the "standard reimbursement package" will be based on the geographical home base of the speaker.

Fédération
Internationale
Pharmaceutique

International
Pharmaceutical
Federation