

## HELPFUL HINTS / FREQUENTLY ASKED QUESTIONS

### DIA 2014 50<sup>th</sup> Annual Meeting Submitting an Abstract

#### 1. What abstracts will be considered for next year's DIA Annual Meeting?

There are three official call for abstracts for next year's program.

- **General Call for Abstracts** - abstracts received and accepted for this deadline are considered for the Monday through Thursday portion of the DIA Annual Meeting.
- **Professional Posters** - abstracts received and accepted for this program are considered for the Tuesday or Wednesday Professional Poster Sessions that are stationed in the Exhibit Hall.
- **Student Posters** - abstracts received and accepted for this program will be considered for the Monday Student Poster Program. Special eligibility and requirements must be met prior to submitting an abstract.

#### 2. What makes a quality abstract?

- Abstract is non-promotional
- Innovative, timeliness, relevant, hot topic, creative, unique to DIA
- Well written, grammatically correct, no typographical errors
- Keep in mind the meeting theme
- Balanced perspectives to be included
- Global perspective included (*where relevant*)
- Awareness of target audience, with clear learning objectives
- Clear, specific details on what will be presented either by speakers, panel, or individual
- Abstract summary should be compelling, attractive; this is used to market the offering in the Annual Meeting Program. (Proposal Details include more specific details related to the offering)

#### 3. What are the primary components the committee is looking for?

- Well suited to the interest areas and the overall objectives of the Annual Meeting Program (*see official details for the DIA's 2014 50th Annual Meeting Call for Abstracts available August 1, 2013 on [www.diahome.org](http://www.diahome.org)*)
- See above for what makes a quality abstract.

#### 4. Do speakers need to be confirmed before the abstract is submitted?

No; however, authors should plan on providing information about potential speakers. Information such as their affiliation/background (ie. government, academia, CRO, patient, etc.) and the perspective they will bring to the topic will be helpful to the abstract reviewer.

#### 5. Can an author submit more than one abstract?

- Yes, more than one abstract may be submitted.
- Note: Do not submit the same abstract more than once.

#### 6. Can an abstract be submitted for more than one program component (ie, session, workshop)?

- When submitting an abstract, you will be able to indicate that it may be considered as another component. For example, if you submit an abstract as a session you may also indicate that it can be delivered as a presentation or an interactive workshop.

#### 7. How do I know what interest area to submit the abstract to?

- You will need to submit your abstract to one interest area that is the major theme of your abstract. The official details for the Call for Abstracts will be available by August 1, 2013, and will include detailed information. It is strongly encouraged that you review the Call for Abstracts announcement to understand all areas required BEFORE submitting an abstract.

#### 8. What information is required from the author?

- Full contact information
- Participant disclosure information and Speaker Authorization for Use of Presentation Materials

#### 9. Are there extensions to the deadline?

- No. Abstracts must be submitted by COB on Monday, September 9.
- Do not wait until the last day to submit your abstract. There is usually very high traffic on the website, and you want to avoid the risk of any technical difficulties.
- Be certain to click on "Submit" at the end of the process for a CONFIRMATION of receipt. If you do not get confirmation of receipt, DIA did not receive your abstract.

#### 10. Can there be more than one author name?

- Only one author name may be submitted. If the abstract has a co-author, this information may be included in the Abstract Details. However, if the abstract is selected for the program, only one author may participate. DIA does not permit co-presenters.

#### 11. Do I have to use the DIA website to submit the abstract?

- Yes. Please do not send an abstract by email to DIA.
- You are encouraged to prepare your abstract in a separate document prior to submitting. *Helpful hint!* Abstract information should then be copied and pasted from the prepared document as plain text.

#### 12. When will I be notified whether or not my proposal has been accepted?

- DIA will contact abstract authors by November regarding the status of their submission.

# see you in SAN DIEGO

June 15-19, 2014



## DIA 2014

50<sup>TH</sup> ANNUAL MEETING

Celebrate the Past — Invent the Future

Visit [diahome.org/dia2014](http://diahome.org/dia2014) for more information

### DIA 2014 50<sup>th</sup> Annual Meeting Call for Abstracts Timeline

#### General Call for Abstracts

Open: Thursday, August 1, 2013

Deadline\*: Monday, September 9, 2013

#### Professional Posters

Open: Thursday, August 1, 2013

Deadline\*: Monday, February 10, 2014

#### Student Posters

Open: Thursday, August 1, 2013

Deadline\*: Monday, March 3, 2014

*\*Deadlines will not be extended*

### DIA Policy Concerning Promotion of Products and Services From the Podium at DIA-Sponsored Programs

The Drug Information Association encourages and supports the exchange and dissemination of information pertaining to research and development of health care products, regulatory processes, emerging technologies, and information management. The Association does this by providing its members a neutral forum for education and discussion opportunities concerning the latest technologies and processes. Preservation of the neutrality of this forum, fostering collaborative efforts among academia, contract houses, contract research organizations, health regulatory authorities, industry, practitioners, and vendors, is essential to the success of DIA. The Association draws a clear distinction between the dissemination of information and outright commercial promotion of a consultant, commercial product, research institution, or service.

At DIA-sponsored programs, presentations by persons affiliated with commercial organizations or educational institutions that provide services or products must be limited to scientific, technical or process issues. Presentations should not overtly endorse or recommend a specific product or service. The theme and content of slides, overheads, handouts and other presentation aids should not promote a commercial product or service. This also applies to the use of company logos, which may only appear on the first slide of a slide presentation. In addition, speaker clothing may not carry logos or other company specific emblems. In this way, DIA meetings will be educational, rather than commercial and promotional.

The DIA Office will create and disseminate publicity pertinent to a DIA meeting, workshop, training course, tutorial, or any other DIA-sponsored activity. All such publicity will be distributed directly from the DIA Office. Individuals and organizations can, at their option, make tasteful announcements of their participation in DIA-sponsored meetings, but should refrain from doing so until confirmation of participation has been received from the DIA Office. Any advertising of participation in a DIA-sponsored meeting by an individual or an organization shall not use any copyrighted material from DIA or the DIA trademark.

The DIA Board of Directors encourages the membership to provide feedback to the DIA Executive Director regarding violations of this policy. The Executive Director will address such violations directly with those involved. Remedies may include restriction on future participation at DIA events.