



## **Program Proposals and Guidelines**

### **DEADLINE**

December 16, 2024, 5:00 PM Eastern

Timeline for submissions

**December 9** - Chair Starts Proposal & Adds Participants by this date

*It is recommended that the chair starts the proposal and adds participants by this date so each of the participants has a chance to submit their part of the proposal. Please note that the submission cannot be finalized until all individual participants fill out their portion.*

**December 15** - Submission of Individual Speaker Abstracts Due

*We recommend that participants submit their individual abstracts and financial disclosures by December 15 so the chair will have time to review and finalize the submission by the deadline.*

**December 16 by 5pm EST** - Chairs Review & Finalize Proposed Session

**[Click here](#) for the submission site**

All participants must have an established profile in RSA, or one will need to be created. **If you had a profile in the old system, please use the same email address but click “forgot my password” if it is the first time logging in. A new password will be sent to you. You can create your own password by updating your profile.**

### **Program Proposals**

Program proposals are solicited within three general themes; biological/preclinical, psychosocial/medical/clinical and translational research, and must include alcohol research. When designing the proposal, organizers are encouraged to use an integrative approach, with the goal of making the presentations relevant to a rather broad audience of alcohol researchers by doing one or both of the following:

1. Integrate research across disciplines and levels of organization, e.g., molecular, biology, neuroscience, psychology, and population science. This should be done explicitly both in the presentations and in the discussant's comments.
2. Focus on differences and commonalities between alcohol and other drugs. This can be with reference to mechanisms of action, patterns of use, or consequences of use.

**STATEMENTS and GUIDELINES RE: ADDICTION TERMINOLOGY:** The Research Society on Alcohol and the journal *Alcohol: Clinical and Experimental Research* recommends against the use of terminology that can stigmatize people who use alcohol, drugs, other addictive substances or who have an addictive behavior. Adherence to these guidelines will be considered when reviewing program proposal submissions. Click for more details: <https://researchsocietyonalcohol.org/about/terminology-guidelines>

### **Program Themes**

- **Biological/Preclinical:** refers to non-human based research in areas such as ontogenetic, physiological, genetic, cognitive/behavioral, or neurobiological studies, as well as research in pre-clinical models of alcohol intake and alcohol-related disorders.
- **Psychosocial/Medical/Clinical:** refers to human-based research that includes physiological or non-physiological studies of cognition, behavior, or social factors, along with epidemiological and prevention research. Includes basic laboratory-based physiological research with humans (with or without medications/alcohol), clinical trials, human neuroimaging, and genetic studies.
- **Translational:** refers to studies that are explicitly designed to cross usual disciplinary boundaries, e.g., biomarker and function, laboratory-based and clinical outcome, human and non-human on a specific behavioral outcome, the application of results from clinical studies to clinical practice. **TRANSLATIONAL designation will be confirmed through the review process; make sure the talks cohesively include cross-disciplinary findings.**

### **Proposal Category**

The program category is primarily used to assign reviewers. The list is divided into three areas (Biological/Preclinical, Psychosocial/Medical/Clinical, Translational) with various research categories under each area. [CLICK HERE](#) for a list of categories.

### **Diversity**

Proposals that highlight diversity in topic including, but not limited to cultural, stereotypes, gender, race, ethnicity, URM, generational are strongly encouraged and will be noted during the review process and indicated in the final program.

Diversity in participants including, but not limited to, gender, race, ethnicity, additional diversity-related characteristics, geographical (international representation), career level are strongly encouraged and will be noted during the review process.

The Committee strongly encourages both junior and senior researchers to submit proposals. Special consideration will be given to proposals that include diversity reflected by gender, race, ethnicity, additional diversity-related characteristics, geographical, career level.

Additionally, organizers should include participants from different institutions (including from outside the United States) to provide diverse viewpoints. Proposals examining the impact and/or intersectionality of racial disparities; health disparities; or those with an alcohol and comorbidity aspect (i.e., biomedical, substance use, mental health, COVID-19) are encouraged.

## **Program Formats**

### **Symposium**

A symposium is a 90-minute session intended to highlight progress and exciting new developments in a field.

The Chair is required to submit the Overall Abstract, Speaker Abstracts are required for each presentation and should be submitted by the presenter. All participants are required to submit a financial conflict of interest disclosure.

All symposia will begin with a 5-minute introduction by the Chair(s) (3 slide limit) followed by data presentations that will each be 20 minutes in duration (including Q+A). The symposium Chair should decide how to allocate time between presentation and questions (e.g., 17-minute talk followed by 3 minutes of questions).

Each symposium is to have 1 chair and may have a co-chair (optional). Each session should follow one of the two following formats, and Chairs should indicate which of these two formats they will follow:

- **Three (3) data-driven talks, followed by one 25-minute Discussant slot.** For this format, Discussants will be expected to use discussion time to integrate findings from prior talks, share thoughts on future directions and challenges in the field, and facilitate interaction between speakers and the audience. The Discussant should be named in the overall abstract, with a very brief description of their planned remarks. The Discussant does not need to submit an individual abstract.
- **Four (4) data-driven talks.** In this format, the Chair will facilitate individual Q&A after each talk, as well as a short 5-minute panel Q&A/discussion at the end of the session.

### **Workshop**

A workshop is a 90-minute session intended to focus on new, developing, or established research or clinical questions or problems that may be helped by open discussion.

The Chair is required to submit the Overall Abstract, Speaker Abstracts are required for each presentation and should be submitted by the presenter. All participants are required to submit a financial conflict of interest disclosure.

They should comprise an introduction by chair or co-chair (5 minutes) in which the topic is outlined, and questions or goals are presented, followed by either:

- **Three (3)** presentations consisting of 20-minute talks each and a 25-minute open discussion at the end.
- **Four (4)** presentations consisting of 15-minute talks each and a 25-minute open discussion at the end.

## **Round Table**

A round table is a 90-minute session intended to present controversial points of view in a format that encourages a lively exchange and participation.

They should comprise a brief introduction by chair or co-chair followed by up to six (6) presentations/discussions (one per participant) of different viewpoints and a 25-minute open discussion at the end.

Speaker Abstracts **are not** accepted for this format, but all participants will need to submit their financial conflict of interest disclosure and agree to the terms of presentation before the submission deadline.

## **Oral Presentation Limitations**

Individuals may give only **one** oral (talk) presentation. When inviting your speakers, confirm they have not already been invited to speak (presenter or longer discussant) in another symposium, workshop, or round table. Keeping in mind the “one-talk” limit, there is also a **two** proposed sessions involvement (chair, co-chair, discussant) limit - no individual may participate in more than **two** sessions (any role and any format). Presenting an introduction as a chair or being a discussant does not count as an oral presentation (i.e., Dr. Jones can present an oral presentation in *one* session and be a chair or discussant in *one* session; another example: a person can serve as chair on a proposal in which they are also a proposed speaker or discussant). If a listed individual is a proposed speaker on more than one proposal or a participant (i.e., intro, chair, discussant) on more than two proposals, RSA/ISBRA Program Committee chairs will solicit a replacement for that individual prior to proposal review – if a replacement is not provided within the allotted time frame, the proposal will be administratively withdrawn.

**NOTE:** All oral presentations are in-person only; no virtual/digital presentation options will be offered (e.g., pre-recorded talks or live streams).

**NOTE:** If you need additional presenters for your session, you can search the [Program Interest List](#) for potential program participants.

## **Affirmation of Assurance**

RSA/ISBRA does **not** provide funds or waive registration for participants in Symposia, Workshops or Round Tables. It is the organizer’s responsibility to inform all participants that, if the proposal is accepted, they are required to register for the meeting.

## **Industry Sponsorship - prohibited**

For-profit Corporations (or foundations of for-profit corporations) are **not** permitted to sponsor any symposia, workshops or round tables or networking events.

## **Disclosure Form Requirements**

All chairs, discussants/question moderators and speakers are required to complete a Financial Conflict-of-Interest Disclosure form. This form will be included in the submission process.

## **Proposal Review Criteria**

Quality (overall); Appeal/Timeliness (not a re-hashing of old data, includes unpublished findings, new to the audience); Integration (bridging different types of research); Broad Approach(es) to topic of interest; International Representation; Innovation/Novelty; and Broad Representation (more than 1 lab; inclusion of graduate students, postdocs and/or junior faculty members). Please note that proposal rejection is possible based on reviews and/or number of submissions received.

## **Submission Requirements**

All participants must have an established profile in RSA, or one will need to be created. **If you had a profile in the old system, please use the same email address but click “forgot my password” if it is the first time logging in. A new password will be sent to you. You can create your own password by updating your profile.**

The Chair should submit the following information by **December 9<sup>th</sup>**.

### **Enter Title**

Abstract Submission: The title must be brief and clearly indicate the nature of the proposal. (22-word max)

### **Select Category**

Select a category that is applicable to your abstract submission. If the appropriate category is not available, please enter the category below.

### **Secondary Category**

Please select a secondary category psychiatric condition that is most applicable to your proposed session.

### **Proposal Theme**

Biological/Preclinical: refers to non-human based research in areas such as ontogenetic, physiological, genetic, cognitive/behavioral or neurobiological studies, as well as research in pre-clinical models of alcohol intake and alcohol-related disorders.

Psychosocial/Medical/Clinical: refers to human-based research that includes physiological or non-physiological studies of cognition, behavior or social factors, along with epidemiological and prevention research. Includes basic laboratory-based physiological research with humans (with or without medications/alcohol), clinical trials, and human neuroimaging and genetic studies.

Translational: refers to studies that are explicitly designed to cross usual disciplinary boundaries; e.g., biomarker vs. function, laboratory-based vs. clinical outcome, human vs. non-human on a specific behavioral outcome, the application of results from clinical studies to clinical practice.

- A. Biological / Preclinical
- B. Psychosocial/ Medical/Clinical
- C. Translational
- D. Other

### **Research Method**

Please select **all** options that best represent your research. If you use more than one of these methods, please select each method used.

- A. Animal
- B. Human
- C. Non-Human

Name of **individual(s)** for the role of Chair with an option for a Co-Chair. The chair(s) will be the organizer and introduce the session. The initial submitter should be the Chair.

Name of **individual** for the role of Questions Moderator/Discussant (for 3 speaker symposia & workshops).

**Organizer Status**

Please list your current status

- A. Student
- B. Jr. Investigator (no more than four years beyond terminal degree)
- C. Sr. Investigator

**Overall Abstract Rationale and Content**

Please enter the overall rationale and content of the symposium or workshop. It should include the names of each of the participants and a very brief description of each presentation.

**Diversity in Participants**

Participants should encompass scientists and clinicians with diverse gender identities, ethnoracial background, international representation and career stage. Inclusion of individuals from international locations and under-represented groups and of individuals who are at the early stages of their careers is encouraged. Please briefly describe how the composition of your proposal addresses each of these ways to increase diversity among participants.

**Diversity in Topic - Proposal**

Proposals that highlight diversity in topic including, but not limited to cultural, stereotypes, gender, race, ethnicity, URMs, generational are strongly encouraged and will be noted during the review process and indicated in the final program.

Does this proposal represent Diversity in Topic? (Yes or No)

**Attestation and Affirmation**

- If accepted, I understand that this submission may be scheduled for presentation on any day of the conference (Sunday, June 22 - Wednesday, June 25, 2025).
- If accepted, I understand that I am required to register for the meeting to chair the session.
- If accepted, I understand that RSA/ISBRA does not provide financial support for chairs, presenters or discussants.
- I adhere to the RSA/ACER Statements and Guidelines re Addiction Terminology
- I attest that all information submitted is accurate.

**Keywords**

Please list 3 keywords

**Learning Objectives**

List three (3) learning objectives for the symposium/workshop, be specific.

**Video Permission**

The Research Society on Alcohol ("RSA") and International Society for Biomedical Research on alcohol ("ISBRA") may make a video recording of your presentation during the 2025 RSA Annual Scientific Meeting/ISBRA Congress. In consideration of the decision by the RSA/ISBRA to include the video recording of your presentation during the 2025 RSA Annual Meeting/ISBRA Congress in its historical archives, and to make copies of that video recording available for educational purposes only (including posting on the RSA/ISBRA website), the sufficiency and receipt of such consideration are hereby acknowledged, you agree as follows:

1. You grant RSA/ISBRA the right to use and portray your name, likeness, voice, personality, personal identification, presentation and participation in the 2025 RSA Annual Meeting/ISBRA Congress. (All rights are hereinafter referred to as the “Granted Rights.”) You agree that the Granted Rights may be used for educational purposes in any manner and by any means, with modifications as RSA/ISBRA, its successors, and assigns, determine in its sole discretion. You acknowledge that you are to receive no payment with respect to any matter referred to herein. Any or all of the Granted Rights shall be freely assignable by RSA/ISBRA.

2. You agree to release and discharge RSA/ISBRA, its employees, agents, licensees, successors and assigns from any and all claims, demands or causes of action that you may now have or may hereafter have for libel, defamation, invasion of privacy or right of publicity, infringement of copyright or violation of any other right arising out of or relating to any utilization of the Granted Rights or based upon any failure or omission to make use thereof.

**\*Please note that each speaker will submit their full abstract. The Discussant should also submit their financial conflict of interest disclosure. All presenters, chairs and discussants must submit their part for it to be finalized.**

## **SPEAKER ABSTRACTS**

An abstract (must include alcohol research) for each oral presentation is required for Symposia and Workshops but will not be accepted for Round tables. These abstracts become part of the overall Program used for Program Committee review, as well as the final Online Program and Web App. **Abstracts MUST be submitted by the proposed speaker through their RSA profile.**

All participants must have an established profile in RSA, or one will need to be created. **If you had a profile in the old system, please use the same email address but click “forgot my password” if it is the first time logging in. A new password will be sent to you. You can create your own password by updating your profile.**

### **Oral Presentation Limitations**

Individuals are allowed only **one** (talk) oral presentation (including Round table panelist), but may be the chair, and/or discussant on a second proposal. ***If someone is listed as a speaker on more than one (1) proposal, a replacement speaker will be requested prior to Program Committee review.***

### **Participation Limitations**

Keeping in mind the “one-talk” limit, there is also a **two** proposed sessions involvement (chair, co-chair, discussant) limit - no individual may participate in more than **two** sessions (any role and any format). Presenting an introduction as a chair or being a discussant does not count as an oral presentation (i.e., Dr. Jones can present an oral presentation in *one* session and be a chair or discussant in *one* session; another example: a person can serve as chair on a proposal in which they are also a proposed speaker or discussant). If a listed individual is a proposed speaker on more than one proposal or a participant (i.e., intro, chair, discussant) on more than two proposals, RSA/ISBRA Program Committee chairs will solicit a replacement for that individual prior to proposal review – if a replacement is not provided within the allotted time frame, the proposal will be administratively withdrawn.

The Presenter should submit the following information by **December 15<sup>th</sup>**.

**Enter Title**

Abstract Submission: The title must be brief and clearly indicate the nature of the proposal. (22 words max)

**Member Endorsement**

If you are not an RSA member, name the RSA member who has agreed to endorse this abstract. If you are a member, please list yourself.

**Diversity-related Characteristics**

Respond YES if any of the following apply:

- Individual with a minoritized sexual or gender identity (LGBTQ)
- Individual with a disability(ies)
- Individual from a disadvantaged background

**Presenter Status**

- A. Student
- B. Jr. Investigator (no more than four years beyond terminal degree)
- C. Sr. Investigator

**Attestation and Affirmation**

- If accepted, I understand that this submission may be scheduled for presentation on any day of the conference (Sunday, June 22 - Wednesday, June 25, 2025).
- If accepted, I understand that I am required to register for the meeting in order to present.
- If accepted, I understand that RSA/ISBRA does not provide financial support for presenters.
- The Principal Author affirms that this paper represents primarily unpublished findings and that the abstract communicates novel findings that pertain to alcohol research. Also, if accepted, one of the authors will register for the meeting and present it as an oral presentation.
- I affirm that ALL authors listed have reviewed and given approval for the submission and publication of this abstract.
- I adhere to the RSA/ACER Statements and Guidelines re Addiction Terminology <https://researchsocietyonalcohol.org/about/terminology-guidelines>
- I attest that all information submitted is accurate.

**Proposal Category**

Please select a category that is most applicable to your proposed abstract.

**Instructions for a Properly Formatted Abstract**

- Abstracts should be complete abstracts including purpose, methods, data, results, conclusions.
- The maximum word limit is 360 words – word counter in the bottom-right corner.
- Abstracts will be published exactly as entered. Review your abstract and check for typographic and spelling errors and scientific sense.
- Add all co-authors now - they cannot be added at a later date.
- Abstracts should include relevant background, well-described methods, study results including a number of subjects and relevant statistics, and a clear conclusion about the novel, unpublished findings that will be presented.



- a. state purpose of the study, if not given in the title
  - b. give a brief statement of methods used, if pertinent
  - c. summarize the results obtained
  - d. include a statement about the conclusion reached
- It is not acceptable to write: "results will be discussed"
  - avoid citing sources in your abstract. There are two reasons for this: The abstract should focus on your original research, not on the work of others. The abstract should be self-contained and fully understandable without reference to other sources or future studies reference(s).
  - Tables, graphs, and/or charts are not allowed.

### **Sponsored Research**

- A. Yes
- B. No

### **Co-Authors**

Enter all co-authors. You may search for any co-authors by using the search box. If you cannot find a co-author in this database, you may type them into the grid below. Please use the arrows to move authorship into the correct order.

### **Recent Publications**

List 3 recent publications (Students can put N/A as needed, if less than 3 publications or none)

### **Keywords**

Please list 3 keywords

### **Learning Objectives**

List three (3) learning objectives, be specific.

### **Video Permission**

The Research Society on Alcohol ("RSA") and International Society for Biomedical Research on alcohol ("ISBRA") may make a video recording of your presentation during the 2025 RSA Annual Scientific Meeting/ISBRA Congress. In consideration of the decision by the RSA/ISBRA to include the video recording of your presentation during the 2025 RSA Annual Meeting/ISBRA Congress in its historical archives, and to make copies of that video recording available for educational purposes only (including posting on the RSA/ISBRA website), the sufficiency and receipt of such consideration are hereby acknowledged, you agree as follows:

1. You grant RSA/ISBRA the right to use and portray your name, likeness, voice, personality, personal identification, presentation and participation in the 2025 RSA Annual Meeting/ISBRA Congress. (All rights are hereinafter referred to as the "Granted Rights.") You agree that the Granted Rights may be used for educational purposes in any manner and by any means, with modifications as RSA/ISBRA, its successors, and assigns, determine in its sole discretion. You acknowledge that you are to receive no payment with respect to any matter referred to herein. Any or all of the Granted Rights shall be freely assignable by RSA/ISBRA.

2. You agree to release and discharge RSA/ISBRA, its employees, agents, licensees, successors and assigns from any and all claims, demands or causes of action that you may now have or may hereafter have for libel, defamation, invasion of privacy or right of publicity, infringement of copyright or violation of any other right arising out of or relating to any utilization of the Granted Rights or based upon any failure or omission to make use thereof.

**Industry Sponsorship - prohibited**

For-profit Corporations (or foundations of for-profit corporations) are **not** permitted to sponsor any symposia, workshops or round tables or networking events.

**Disclosure Form Requirements**

All speakers are required to complete a Financial Conflict of Interest Disclosure form. This form will be included in the submission process.

The Chair should finalize and submit the completed proposal by **December 16<sup>th</sup>**.