



Northeast Regional Discussion Group (NERDG) Annual Meeting

April 16, 2015

Hartford Marriott Hotel

15 Farm Springs Rd., Farmington, CT 06032

Contributed Paper Submission Site Now Open!

- Submit your Contributed Paper at <http://abstracts.aaps.org/NERDG/login.asp>.
- **Submission Deadline is February 23, 2015 at 11:59pm eastern time.**
- **Registration also required at <http://aaps-nerdg.org/events>.**

IMPORTANT DATES TO REMEMBER

Submission Deadline:	February 23, 2015
Notification of Acceptance/Rejection:	March 10, 2015
Notification of Presentation Schedule/Poster Number:	March 12, 2015
Presenting Author Registration Deadline	April 9, 2015

SUBMISSION REQUIREMENTS

The following requirements must be adhered to when submitting your abstract for AAPS affiliated meetings.

1. **Conditions and Policies**

Persons submitting an abstract for presentation at the 2015 AAPS NERDG Annual Meeting are doing so with the understanding that they **agree to abide by the conditions and policies provided below**, as well as the decisions of the Screening Committee and AAPS staff. Questions should be directed to abstracts@aaps.org.

2. **Registration Requirement for Publication**

An author of either a poster or oral presentation is required to attend the meeting. If the presenting author is unable to attend the meeting the co-author is responsible for the presentation. **Presenting author is required to register for the meeting by April 9, 2015.** Note that registration space is limited - please register early.

3. **Ethics Statement**

Poster Presentations—Final poster presentations **must include the accepted abstract verbatim** and should include all methods used and data resulting from the research. **The title of the poster must match, verbatim, the title of the submitted and accepted abstract.**

Actions such as omission of data from a poster presentation that was included in the submitted abstract will be considered unethical.

Oral Presentations—**The title of the poster must match, verbatim, the title of the submitted and accepted abstract.**

ABSTRACT POLICIES AND PROCEDURES

Before you begin:

- The submission system can be accessed at <http://abstracts.aaps.org/NERDG/login.asp>.
- The submission site is not compatible with some browsers—we recommend using Internet Explorer.
- If you are unable to use all the features of the site, contact your system administrator and request the allowance of cookies.
- To ensure receipt of all abstract related correspondence, please add the following addresses to your contact list, abstracts@aaps.org and homricht@aaps.org.
- Registration for the meeting is also required in order to present at <http://aaps-nerdg.org/events/>.

Permissions/Clearances

- It is the responsibility of the author(s) to obtain the necessary permissions and clearances for all research prior to submission of the abstract.
- AAPS assumes no liability or responsibility for the publication of any material that is submitted. Therefore, use of the AAPS logo in any abstract submission or poster presentation is **STRICTLY PROHIBITED**.

Abstract Revisions

- Revisions can be made at any time before the February 23, 2015 submission deadline.
- **If you revise your abstract submission you must repeat all submission steps.** Failure to complete all the steps may result in an incomplete submission and your abstract will not be sent to the Screening Committee. Revisions cannot be made after the submission deadline of February 23, 2015.
- Proofread, spell-check and make sure all authors are listed on your abstract before submitting as the abstracts will be printed exactly as they appear when submitted.
- ***Author names should be submitted as they should appear in the abstract.***

Notification of Receipt and Verification of Submission

- You will receive immediate email confirmation of completion if you have “**Successfully Submitted**” the abstract. This notification only confirms receipt of your submission and is not a notification of acceptance.
- If you do not receive immediate email confirmation, then your submission is not complete. You will need to log back on to the submission website to complete the submission process. (*See Abstract Revisions Above.*)
- If you go back into the submission site or review your abstract for any reason, you must complete the submission steps again (*See Abstract Revisions*) in order to ensure your abstract is in the correct “**Successfully Submitted**” status.

Notification of Acceptance/Rejection

- Status notifications will be sent via email on **March 10, 2015**. Notification and other correspondence will be sent to the submitting author, presenting author, and Primary Investigator.
- **If there is a change in presenting author after the final submission deadline, contact AAPS at abstracts@aaps.org.**

Notification of Presentation Schedule and Poster Number

- Schedule and Poster Number Notifications will be sent via email by **March 12, 2015** with the presentation date, time and Poster Number for the abstract.
- If you do not receive notification at that time, please contact AAPS at abstracts@aaps.org for an update on the schedule of your abstract.
- Notifications will be sent to the submitting author, presenting author, and Primary Investigator.

Abstract Withdrawal

- To withdraw your abstract, written notification must be sent to abstracts@aaps.org.
- You may withdraw your poster at any time.
- The notification must be from the submitter of the abstract and should include the submission ID number, abstract title, authors, and the contact information of the submitter including phone number.
- AAPS will acknowledge all withdrawal notifications by email.

ABSTRACT SUBMISSION INSTRUCTIONS

The submission system can be accessed at <http://abstracts.aaps.org/NERDG/login.asp>.

You will need to create a new user account for each AAPS Meeting that has Contributed Paper abstract submissions.

AAPS members

- Click on the *Create New User with AAPS Member ID* link.
- All contact information is automatically entered after you provide your membership number (***check to make sure all information is up-to-date***).
- If you do not know your membership identification number, contact AAPS at membership@aaps.org or by calling +1.877.998.2277 for assistance.

Non-members

- Click on the *New User* link.
- Input the information requested on the *Login Information* page (***be sure your email address is correct before submitting***).
- Then click Enter—your login and password will be sent to the email address you provided.

SIX (6) STEPS TO THE SUCCESSFUL SUBMISSION OF ABSTRACTS

(Note: DO NOT USE ALL Capitals at any time during the submission process.)

Step One—Copyright

- Read and acknowledge the Copyright.

Step Two—Authors

- When adding your authors you must designate a Presenting Author and a Main Author. One author can be designated as both the main author and the presenting author.
- The authors can be in any order you designate and the arrows in the Promote/Demote columns allow the order to be rearranged.
- Enter first names only in the 'First Name Box'. *Do not use All Capitals!*
- Enter your full middle name in the 'Middle Name Box'. *Do not use All Capitals!*
- Enter last name or family name in the 'Last Name Box'. If your last name is hyphenated, include the hyphen (-) between the two names. *Do not use All Capitals!*
- When you are finished **click** on the *Finished Adding Authors* link.

Step Three—Abstract

- Copy and paste your text from a word document into the Title, Purpose, Methods, Results and Conclusions sections.

✓ **Fill in the Title—Do not use ALL Capitals** in the title or any portion of the abstract. Capitalization should be in the Headline Style—***the first and last words of title and all other major words are capitalized***. Do not include a period at the end of your title.

✓ This is the only place you enter your title.

✓ **Fill in the Purpose, Methods, Results, and Conclusions.** There is a 350 word limit, excluding the title and authors, so you will need to defer to the counts at the bottom of this screen.

✓ **Special Characters**—if your abstract contains symbols or special characters, please make sure they are converted correctly during the proofing stage. The table below shows the available symbols/characters. If these do not convert properly, go back to the text boxes and use the table by clicking on the symbol while your cursor is in the appropriate place within the text. This will insert html code for the symbol. Once you have completed this, proof your abstract again.



- If you include graphics or tables in your abstract, the images must be in **jpg** or **gif** file format. A limit of two (2) images may be uploaded for your abstract. Image labels or captions such as 'Table 1' or 'Image 1' should be included in the image file.

• Upload Graphics

- ✓ **jpg** or **gif** file formats and will automatically be resized to the submission site specifications.
- ✓ Images will appear with a maximum height of 200 pixels. The width of the image will depend on how many images you upload.
- ✓ You may upload no more than two (2) graphic files for your abstract.

- ✓ Include a caption for the graphic as part of the graphic (example: Table 1 or Image 2).
 - ✓ Once you have uploaded your image(s)/graphic(s), click on the ‘Finished Adding Images’ button.
 - ✓ Please make sure your graphic is legible during the *Proofing Stage*.
- **Whether you upload images or not, you must click on the ‘Finished Adding Images’ before you can move on in the submission process.**
 - Select *Preview* to proof your abstract. Carefully review the proof for spelling, grammar, special characters and images. Close the preview window and make edits if necessary.
 - Once satisfied the abstract is complete, select *Continue*.

Step Four—Abstract Details

- The topic structure includes **SUBMISSION PRESENTATION PREFERENCE | Topic**
- All Submission Presentation Preference choices will have a Topic. You will be required to pick one (1) presentation type. The committee may contact you for alternative presentation types after screening is complete.
- A full list of paper topics is on page 7.
- Select the Submission Presentation Preference from the pull-down menu.
- From Topic section pull down menu make the selection that is most relevant to your submission.
- Answer the *Are you a Student* question.
- Fill in your Primary Investigator contact information (*required for all submissions*).
- When completed click on the *Save & Continue with My Abstract* link.

Step Five—Proofread

- Click ***Proofread*** button to review your submission to confirm that it is complete.
- If satisfied, close the proofread box and select ***Accept My Abstract***.
- If you want to make further changes, select ***Resubmit My Abstract***.
- If you do not want to choose either of these options you can log off and return later (*In the upper left hand corner there is a link to Logoff*).
- ***Proofread your abstract before you accept it, no changes can be made after the submission deadline of February 23, 2015.***

Step Six—Submit Your Paper

- You must click ***Accept My Abstract*** to successfully complete the submission process.
- You will receive immediate email confirmation of completion, if you have “**Successfully Submitted**” the abstract. This notification only confirms receipt of your submission and is not a notification of acceptance.
- If you do not receive immediate email confirmation then your submission is not complete or you have input your email address incorrectly. You will need to log back onto the submission website to complete the submission process or correct your email address.
- **If you revise your submission or go into your account or abstract for any reason, you must repeat all submission steps. Failure to complete all the steps may result in an ‘Incomplete Submission’ and your abstract will not be sent to the Screening Committee.**

Need Technical Help?

If you have any questions or are experiencing difficulties in the submission process, contact AAPS abstracts@aaps.org.

Note: Do not send abstracts directly to the Committee.
All abstracts must be submitted online according to the Call for Papers.

Sample Abstract

(Example of Correct Title) Quantitative Determination of Compound X in Rat and Dog Plasma using LC/MS/MS

(Example of INCORRECT Title) QUANTITATIVE DETERMINATION OF COMPOUND X IN RAT AND DOG PLASMA USING LC/MS/MS

Author(s)

Affiliation(s)

Purpose To develop and validate an LC/MS/MS method for the determination of compound X, an anti-cancer agent in rat and dog plasma.

Methods This method utilized a solid phase extraction from 0.1 mL plasma with an Isolute C2 cartridge and methanol as eluent. HPLC separation was carried out on a Phenomenex Luna C18 column (150 x 4.6 mm) column at a flow rate of 0.3 mL/min with an analysis time of 4.5 minutes. Compounds were eluted using a mobile phase of H₂O/CH₃CN/HCOOH: 70/30/0.1 (v/v/v), pH 4.0. Compound Y, a structural analogue of compound X was used as the internal standard to account for differences due to adsorption, extraction, and instrumental performance. Mass spectrometry detection was carried out with a PE Sciex API III⁺ triple quadrupole mass spectrometer equipped with a Turbo IonSpray as LC/MS interface. ESI mass spectra were acquired in positive ion mode with multiple reaction monitoring.

Results No matrix interference was observed across the elution windows of X and Y, indicating the specificity of the method. Acceptable intraday and interday assay precision (<5% CV) and accuracy (<10% diff.) were observed over a linear range of 1-1500 nM for both matrices. The mean (n=3) correlation coefficients in rat and dog plasma were 0.9998±0.0001 and 0.9997±0.0002, respectively. The mean extraction recovery was 91.2±2.5% and 90.1±4.6% for rat and dog plasma, respectively.

Conclusion A validated method which was robust, sensitive, specific, accurate, and reliable was developed. The method has been used to quantify rat and dog plasma for pharmacokinetic and drug safety studies.

Contributed Abstracts Presentation Choices (*First Topic Selection*)

POSTER SESSION
ACADEMIC RESEARCH AWARDS (ARA)
SHORT TOPIC PRESENTATION (STP)

Contributed Abstract Topic Choices (*Second Topic Selection—Available for all presentation options*)

Drug Design and Discovery
Drug Delivery—Biopharmaceutics
Drug Delivery—Pharmaceutical Technologies
Large Molecule / Biologics
Analytical Methodology
Clinical Pharmacology and Translational Research
Pharmacokinetics, Drug Metabolism, Transporters
Biomarkers

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