



Instructions for Track Organizers

International Conference on Family Planning
Kigali, Rwanda, November 12-15, 2018

Thank you very much for your professional service to the global family planning community by organizing a track of the 2018 International Conference on Family Planning (ICFP). Your full completion of responsibilities in a timely manner will be critical for the quality and success of ICFP 2018. Please carefully read these instructions.

TRACK ORGANIZER DUTIES

All tracks have two or more track organizers. In each track, the track organizers **as a team** are responsible for:

1. Assigning abstracts submitted to the track to reviewers, including track organizers themselves.
2. Reviewing assigned abstracts.
3. Recommending sessions with ranking.
4. Recommending abstracts not selected for oral presentation sessions but to be recommended for poster sessions.

KEY DATES

January 12, 2018	Call for abstracts posted, abstract submission module opens
March 30, 2018	List of reviewers completed
April 13, 2018	Deadline for authors to submit abstracts
April 14, 2018	Review and organization modules open
April 16, 2018	Track organizers to identify any abstracts on which they have conflict of interest
April 20, 2018	Track organizers to assign abstracts to reviewers
May 4, 2018	Deadline for reviewers to submit scores
May 11, 2018	Deadline for track organizers to (1) select individually submitted abstracts and pre-formed panel abstracts that were submitted to the track as a first choice, and (2) release the rest of the abstracts

	to organizers in other tracks where abstracts were submitted to as a second choice
May 18, 2018	Deadline for track organizers to recommend oral presentation sessions with ranking
May 25, 2018	Notification to authors whose abstracts were accepted for an oral presentation session
May 28, 2018	Deadline for track organizers to recommend abstracts for poster sessions
June 4, 2018	Notification to authors whose abstracts were accepted for a poster session. Notification to authors whose abstracts were unaccepted.

PROCESS

All submissions and reviews will be done through the X-CD conference management system, which will be integrated in the conference website. Track organizers will have access to the review module and organization module in the X-CD system. Step-by-step instructions on how to use the modules will be provided.

Submission

On January 12, 2018, the abstract submission module in the X-CD system will open on the conference website. There will be two submission categories: individual abstracts and preformed panel abstracts. All authors will be required to follow structured abstract outlines with word limits (1000 words for individual abstracts and 2000 words for preformed panel abstracts) provided in the call for abstracts. They will also indicate their language for the abstracts (English or French) and language for presentation (English only, French only, or English or French).

For individual abstracts, authors will indicate: up to two tracks for review, and abstract type (research findings, program and best practice, or advocacy and accountability). This year, the authors will also be asked if they would be willing to participate in a more interactive session, which may reduce the amount of time they can present their work. For preformed panel abstracts, panel organizers and authors will be strongly encouraged to form a more interactive session to facilitate discussion with the audience.

Review

A pool of reviewers will be pre-identified based on outreach to past reviewers, presenters, and volunteers from organizations in the International Steering Committees. Reviewers will be asked to select track(s), subtopic(s) within the track, and abstract type(s) that they are willing to review. Further, they will be asked to identify language(s) of abstracts that they can review (English, French, or both). Each reviewer will be asked

to review up to 30 abstracts maximum. The list of reviewers will be completed and shared with track organizers by March 30, 2018.

On April 14, 2018, the review module will open and will allow track organizers to assign abstracts to reviewers, including track organizers themselves. Each abstract will be reviewed by three different reviewers, following the guidelines. Depending on the number of abstracts submitted, not all abstracts will be reviewed by a track organizer.

Reviewers will be required to flag any abstracts that present them with a conflict of interest within two days of receipt. They will be required to complete review within fourteen days of receipt for each abstract, by submitting their scores directly in the review module.

Track organization

The review module will automatically generate summary statistics based on three scores for each abstract. Track organizers will be able to see individual scores submitted by reviewers as well. Based on the scores and abstract topics, track organizers will create and recommend sessions, both those comprised of individually submitted abstracts and those that are preformed panels. For sessions composed of individual abstracts, track organizers can recommend both conventional oral presentation sessions with four papers and, as appropriate, more interactive sessions such as flash presentations. When appropriate, track organizers are encouraged to include different abstract types (research, program, and advocacy) on the same topic in one session. Finally, track organizers will be asked to provide a title for each recommended session composed of individual abstracts.

Scientific subcommittee will identify and confirm a moderator for each session. However, suggestions from track organizers will be welcome. The subcommittee will determine the number of sessions in each track based on recommendations from all track organizers and the number of high-quality abstracts submitted in each track.

CONFIDENTIALITY

The ICFP requires that organizers and reviewers treat the contents of abstracts under review as copyright and privileged information not to be disclosed to others before publication. It is expected that no one with access to abstracts under review will make any inappropriate use of the content or special knowledge provided by that access.

CONFLICT OF INTEREST

All abstract submitters are ensured that the information they submit is kept confidential and will only be used for the purpose of the conference. All track organizers and

reviewers are expected to maintain the highest professional integrity standards. As a rule, no one who is a first or co-author should review their own abstracts. Reviewers will be asked to notify track organizers immediately if any abstract that they are asked to review presents them with a conflict of interest, so that the abstract can be reviewed by others.

Track organizers are required to identify abstracts that they (co)authored and any abstracts that may present a conflict of interest. Other organizer(s) of the track will assign those abstracts to reviewers. Abstracts submitted by track organizers can be recommended based on review scores, but the scientific subcommittee will make the final determination. Track organizers are asked to pass on to the scientific subcommittee co-chairs any abstracts that may present conflicts of interest for all organizers of the track.