



International Society of Pharmacovigilance

Guidelines for ISO P Speaker Pool

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1. Purpose

To establish a structured and transparent process for identifying, assessing, engaging, and managing a qualified pool of speakers from the ISoP membership. This speaker pool will support ISoP-led and ISoP-supported events—including the Annual Meeting, Mid-Year Symposium, Patient Safety Day, webinars, and Chapter or SIG events—by offering expert insights across diverse topics and regions.

2. Scope

This SOP applies to all ISoP events that involve internal or external speakers and outlines procedures for speaker selection, evaluation, management, and engagement.

3. Objectives

- Enhance the quality, relevance, and diversity of ISoP event content.
 - Provide professional development and visibility for ISoP members.
 - Foster an inclusive, participatory ISoP community.
 - Promote long-term engagement and loyalty among members.
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4. Responsibilities

Main responsible persons	Role
Academic coordinator	Person designated by the AB to coordinate this activity with the other stakeholders
Strategic and innovation leader	Person designated by the AB to coordinate this activity with the other stakeholders
Scientific Committee	Review nominations and approve speakers based on criteria.
ISoP Secretariat	Coordinate overall speaker pool operations, maintain speaker database, and support logistics.

Stakeholders <i>depending on the type of event and the target audience.</i>	Role
ISoP Chapters, SIG Communities and Groups Leaders or Coordinators	Nominate and recommend qualified speakers.

Stakeholders <i>depending on the type of event and the target audience.</i>	Role
Event Organizers	Match speakers to event needs and gather feedback post-event.

5. Definitions

- **Speaker Pool:** A curated list of ISoP members who are qualified and available to speak at ISoP events.
 - **SIG:** Special Interest Group.
 - **Chapters:** ISoP Chapters
 - ISoP Communities and Groups
 - **KOLs:** Key Opinion Leaders.
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6. Procedure

6.1 Identification of Potential Speakers

- Identify ISoP members with relevant experience and expertise.
- Solicit recommendations from committees, SIGs, and Chapters.

6.2 Application and Assessment

- Invite members to apply through formal calls (e.g., via email or website).
- Evaluate candidates using the selection criteria outlined in Section 7.

6.3 Event Matching

- Match speakers to event themes based on subject matter, format preferences, and availability.
- Ensure balanced representation in terms of geography, gender, and discipline.

6.4 Feedback and Continuous Improvement

The Academic coordinator and Strategic and innovation leader will oversee the following activities:

- Collect structured feedback from organizers and participants after events.
- Use feedback to refine selection, training, and engagement strategies

6.5 Recognition and Rewards

- Acknowledge speakers through certificates, features on ISoP platforms, or awards.
 - Offer networking and professional development opportunities.
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7. Speaker Selection Criteria

Speakers will be assessed based on the following: (A speaker should meet at least half of the listed criteria to be considered eligible. However, these criteria may vary from event to event based on the decisions of the scientific committee..)

Selection Criteria for Conference Speakers:

- a. Expertise and Knowledge: Proficiency in relevant fields or topics, demonstrated through experience, education, or significant contributions.
 - b. Public Speaking Skills: Ability to engage and communicate effectively with an audience. Prior experience in public speaking or presenting is preferred.
 - c. Relevance to Conference Theme: Alignment of the speaker's expertise with the theme and objectives of the conference.
 - d. Diversity and Inclusivity: Strive for a diverse range of speakers, including different backgrounds, organisations, and perspectives to enrich the conference experience.
 - e. Credibility and Reputation: Recognition and respect in their professional field, which can be indicated by publications, awards, or professional affiliations.
 - f. Audience Appeal: Potential to attract and retain the interest of the conference audience, possibly indicated by past speaking engagements or audience feedback.
 - g. Innovative and Thought-Provoking Content: Ability to present new ideas, insights, or solutions that challenge conventional thinking and add value to the conference.
 - h. Availability and Commitment: Willingness and ability to participate in the conference, including adhering to deadlines for materials submission and availability for the entire duration of their session.
 - i. Collaborative Spirit: Openness to collaborate with the conference organizers in fine-tuning the presentation and adhering to the conference guidelines.
 - j. Feedback from Previous Engagements: Positive feedback or ratings from previous speaking engagements, if applicable.
 - k. Language proficiency (English preferred for international events; local languages acceptable for local or regional events)
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8. Speaker Pool Categories

8.1 Annual Meeting (Flagship Event)

- **Criteria:** Internationally or regionally recognized experts
- **Sources:** Institutions with international impact, hospitals, academia, regulatory leaders, industry experts among others.
- **Lead Time:** 6–12 months in advance

8.2 Mid-Year Symposium

- **Criteria:** Regional professionals from Institutions with regional/international impact, hospitals, academia, regulatory leaders, industry experts among others.
- **Approach:** Blend of new and returning speakers
- **Lead Time:** 3–6 months in advance

8.3 Webinars & Local/Regional Training (including ISoP Patient Safety Day event)

- **Criteria:** Local or emerging experts on niche topics
 - **Strategy:** Regular rotation to ensure variety and broader inclusion
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9. Speaker Pool Management Process

9.1 Speaker Identification and Outreach

- Conduct desk research and network engagement to identify speakers.
- Issue invitations highlighting benefits such as visibility and recognition.

9.2 Database and Tracking

Maintain a centralized directory with:

- Contact information
- Areas of expertise
- Speaking history and feedback
- Preferred formats and availability

9.3 Relationship Management

- Maintain ongoing communication with high-performing speakers.
- Offer continued opportunities for speaking and development.

9.4 Continuous Review and Updates

- Review and refresh the speaker pool annually.
 - Incorporate feedback and identify new experts in emerging fields.
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10. Conflict of Interest (COI) and Disclaimer Policy

10.1 Purpose

To ensure the objectivity and credibility of ISoP events by requiring full disclosure of any actual or potential conflicts of interest from speakers.

10.2 Definition of Conflict of Interest

A conflict of interest arises when a speaker's personal, financial, or professional relationships could compromise—or appear to compromise—the impartiality of their presentation.

10.3 Disclosure Requirements

All nominated or selected speakers must:

- Complete a **Conflict of Interest Disclosure Form** at nomination/selection.
- Declare any relationships with:
 - Pharmaceutical companies
 - Regulatory agencies
 - Commercial sponsors
 - Healthcare organizations
 - Other vested interest entities
- Include a declaration in their presentation slides (see Section 10.5).
- Accept review and possible mitigation actions by the Scientific Committee.

10.4 Management of Conflicts

The Scientific Committee or event organizers may:

- Request changes to presentation content
- Require a verbal or slide-based COI disclaimer
- Withdraw a speaker in cases of unresolvable or significant COIs
- Publicly disclose COIs in event materials (e.g., program booklets or speaker bios)

10.5 Standard Format for COI Disclaimer

Disclaimer and Declaration of Conflict of Interest

Presenter: [Full Name]

Title(s): [Professional Titles]

Affiliations:

- Affiliation 1
- Affiliation 2 (if applicable)

Declaration of Conflict of Interest:

[List any relevant financial or professional relationships. If none, write: "No conflicts of interest to declare."]

Disclaimer:

The views expressed in this presentation are solely those of the presenter and do not necessarily reflect the policies or positions of ISoP or affiliated organizations.

Contact Information:

[Email]

[Phone Number] (optional)

[Website/LinkedIn] (optional)

10.6 Ongoing Disclosure Responsibility

Speakers must update their disclosure if any relevant changes occur between form submission and the event date. Failure to do so may result in removal from the speaker pool.

11. Speaker Nomination Form (Google Form Template)

Section 1: General Information

- Full Name
- Title & Affiliation
- Email / Phone
- Country
- LinkedIn / Website

Section 2: Expertise and Speaking Experience

- Area(s) of Expertise (select multiple)
- Years of Experience
- Up to 5 prior speaking engagements
- Preferred Format: Keynote / Panel / Workshop / Webinar / Moderator / Other

Section 3: Event Suitability

- Event types: Annual Meeting / Mid-Year Symposium / Webinars / Local Training
- Suggested topics (3–5)

Section 4: ISoP Involvement

- Prior participation in ISoP activities (Yes/No + details)

Section 5: Nominator Information (if applicable)

- Nominator Name
- Affiliation
- Email

Review Process

- Submissions reviewed by the Scientific Committee.
- Shortlisted candidates may be contacted for follow-up discussions.

Speaker Tracking Sheet (Suggested Format)

Submission Date	Speaker Name	Title & Affiliation	Email	Phone	Country	Expertise	Previous Speaking Engagements	Preferred Format	Recommended Event Type	Suggested Topics	Nominator Name	Status	Comments/Notes