TIMELINE

Phase



6-12 months before congress

Early discussions, prior to database lock

SHARED

Coordinate with study team to pinpoint data readout timing

Obtain consensus on roles and responsibilities for all stakeholders

Set conflict resolution plan

Designate a single point of contact to coordinate communications among all stakeholders

Establish clear timelines for key steps (eg, author engagement, draft development, reviews, approval)

Facilitate early discussions with authors, journal, and congress

Designate specific people on the publication team to support triaging of key issues that arise—permits rapid response to issues

MANUSCRIPT

Identify target/backup journals and determine their simultaneous publication practices

Submit presubmission inquiries to target journal first, then backup journals as needed

Draft shell of publication (eg, introduction, main and supplementary methods, tables, figures) with placeholder annotations

Understand requirements and processes for protocol/statistical analysis plan (SAP) redactions

Prepare/Maintain documentation throughout development process (supplemental document package, author contributions, compliance, access to data plan)

CONGRESS

Communicate with congress the intent for simultaneous publication

Confirm late-breaking abstract requirements

4-6 months before congress

Abstract and manuscript preparation, after data unblinding

SHARED

Alert journal and congress of planned submission, especially if a dispensation to submit after the late-breaking deadline is needed

MANUSCRIPT

Draft manuscript

Prepare submission-ready outputs

Coordinate and expedite author reviews and approvals with clear timing communicated on when to expect drafts and limited review windows (eg, 24-48 hours)

Ensure all journal requirements are met, including items beyond the manuscript itself (eg, protocol/SAP, data sharing)

Request and discuss expedited review process from journal

CONGRESS

Submit abstract to Tier 1 scientific meetings with specific late-breaking abstract guidance and strong scientific review committee

Ensure full data will be available before the congress with sufficient time to allow for sponsor's standard operating procedure requirements (≥5 days before submission deadline at minimum)

Submit abstract by late-breaking deadline





Manuscript and presentation preparation

SHARED

Communicate with lead author and company lead on process for author review

Alert internal review team (eg, Clinical, Legal, Regulatory) to key timelines

Identify data dissemination and amplification channels (eg, social media for post-publication)

Proactively identify and manage compliance requirements and potential anomalies

MANUSCRIPT

Coordinate with journal on publication timing

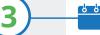
Obtain final redacted protocol/SAP and ensure alignment with data in manuscript

Identify list of potential peer-reviewers in collaboration with lead academic author

Submit manuscript to journal

CONGRESS

Prepare congress presentation, potentially "at-risk" if abstract is not accepted





2-3 months before congress

2-3 weeks for peer review; 3-10 days for revisions/resubmission; 1 week for proofs/editorial



Manuscript revision and presentation preparation

SHARED

Communicate with authors on contingency planning

Provide guidance to media relations team on drafting press release within conference-specific regulations

MANUSCRIPT

Receive initial disposition (acceptance, rejection, revisions) from journal

Prepare for submission to back-up journal "at-risk"

Incorporate revisions and submit manuscript to journal

CONGRESS

Finalize congress presentation and align with submitted/revised manuscript





1 month before to day of publication/presentation

Manuscript publication is timed for release simultaneously with the congress presentation



Coordinate simultaneous publication with journal and congress

SHARED

Plan for press conference and coordinate with media relations to ensure embargos are followed

Publish press release

Share data across appropriate channels

MANUSCRIPT

Finalize proofs

CONGRESS

Present at congress

Announce the simultaneous publication of the manuscript