

PharmaSUG Electronic Copyright Grant (CGF) Process

The CGF gives PharmaSUG a non-exclusive right to publish your paper in the conference Proceedings and to reproduce your paper in sales and marketing literature.

SoftConf is utilized by authors/presenters and class instructors to submit presentation proposals, as well as to edit and revise proposals throughout the submission lifecycle. After proposal acceptance, SoftConf is the application in which proposals are further reviewed by Section Chairs, and in which authors/presenters upload their final papers and/or slide presentations, as well as Copyright Grant Forms (CGFs). For all these reasons, **it is essential that SoftConf users register an email address that they regularly maintain and check**, as all notices (such as presentation acceptance, review status) will be communicated ONLY through the SoftConf system.

CGFs will be created based on information in SoftConf. Each author (submitting author as well as all coauthors) **must** have a SoftConf user ID. Submitting authors with coauthors **must** use their coauthors' SoftConf user ID when making the submission.

If an author does not have a SoftConf user ID, then they will need to create one by going to the submission system link on the Call-for-Paper page (<https://softconf.com/p/pharmasug2026/> or <https://softconf.com/p/super>) and select "New user? Please register by clicking Here."

Please login below to enter START:

Enter Username:

Enter Password:

ENTER

New user? please register first by clicking [HERE](#).

If you lost or forgot your password, click [HERE](#).

On the next screen, select a username and check the availability. If it is available, then proceed to complete the rest of the information and set a password.

PharmaSUG Electronic Copyright Grant (CGF) Process

Softconf/START Submission System

Create New Account

Please enter the information below to create a new account, and press the ENTER button when done.

Your account will then be created immediately. If for some reason you forget the password you entered, you will be always able to reset the password by providing the email linked to the username.

Note: Enter the name and affiliation information as it should appear in print, that is, capitalize *only the first letters* of your names (first and last), and use *title case* when entering your affiliation, e.g., *University of Texas at Austin*.

Username:  Username available

Email: *

First name: *

Middle name (or initial):

Last name: *

Affiliation: *

City:

State/Province:

Country/Region: *

Password (please enter it twice)

Password:

Re-enter password:

START Conference Manager (V2.61.0 - Rev. 7274)

Once the author has created an account, they will need to log in and provide the following information as seen in the following screenshots.

PharmaSUG Electronic Copyright Grant (CGF) Process

Update Profile - PharmaSUG YYYY

User information

Below, you can find the general information in your account profile. To modify this (or any other information), please click on the link below.

Username:	ENTERUSERID
First Name:	FName
Middle Name/Initial:	MName
Last Name:	LName
Email:	fname.lname@companyabc.com
Telephone:	123-456-7890
Affiliation:	Compnay ABC
City:	Somewhere
State:	ST
Country:	United States

[Please click here to update your global user information](#)

Conference information

Please answer the following additional questions, and then then press the `SUBMIT DATA` button below.

If you have a preferred first name (i.e., nickname), please enter it so that Pharmsug can communicate using your name of choice.

Nickname

PharmaSUG Electronic Copyright Grant (CGF) Process

Conference information

Please answer the following additional questions, and then then press the **SUBMIT DATA** button below.

If you have a preferred first name (i.e., nickname), please enter it so that Pharmsug can communicate using your name of choice.

Nickname

Each author (and coauthor) is required to upload a biography, and if one or more of your proposals is accepted into the conference proceedings, your biography will accompany your user profile in the PharmaSUG mobile app, and will be visible to all conference attendees. Please describe yourself in 200 or fewer words.

Written Biography (*)

Enter bio

Each author (and coauthor) is required to upload a brief biography, and if one or more of your proposals is accepted into the conference proceedings, your brief biography will be used to introduce you to the audience at the start of your presentation. Please describe yourself in 50 or fewer words. Note that you can make updates to your brief biography until **Mon DD, YYYY** by revisiting this page.

Please note that this brief biography can be as formal or informal as you like, as it is used solely to introduce you. Some authors prefer the biography to include an interesting or humorous fact, like "Jason likes cats. He really likes cats. He has 17 of them!" In other cases, an author will keep it more formal and only shorten the long biography, such "Dr. Juanita O'Reily is a three-time author with a Ph.D. in Data Paleontology." The bottom line is that authors should choose how they are introduced, and how much (or little) is said.

Introductory Biography (*)

Enter short bio

PharmaSUG Electronic Copyright Grant (CGF) Process

Copyright Grant Form (CGF)

Each accepted proposal must have an accompanying copyright grant form (CGF), a PDF form that is digitally signed by the author (and all coauthors, if applicable). The purpose of the CGF is to grant PharmaSUG (the Publisher) the "nonexclusive right" to publish your paper or presentation. Note that this right in no way infringes on your right as an author to publish or republish your work, to include at other conferences, in blogs, vlogs, webinars, textbooks, or any other medium.

No paper or presentation will be included in the conference proceedings until the CGF is completed and uploaded into SoftConf, and delay in CGF filing may result your submission being removed from the conference. Please complete the following questions, which are required to automatically generate the specific CGF for your proposal(s). If one or more of your submissions is accepted, PharmaSUG will communicate further instructions on how to download, complete, and upload your CGF(s).

Some companies and organizations require employees to obtain the signature of a manager (or other authorizing release agent) before publishing a paper or slide presentation in the conference proceedings. Please indicate whether your paper or presentation requires a signed release, and if so, an additional signature block will be added to your CGF so an agent can authorize release of your document(s) to PharmaSUG. In these cases, the company or organization you enter will also become the Copyright Owner of the paper or presentation you publish, whereas PharmaSUG retains rights as Publisher. *Please note that your response in no way affects your eligibility for or likelihood of proposal acceptance.*

Employer Release (*)

Papers or presentations prepared by US government employees in the furtherance of their official duties are not copyrightable in the United States (17 U.S.C. 105), and are therefore in the public domain. For this reason, PharmaSUG requires all federal employees to self-identify to ensure the appropriate CGF is utilized. *Please note that your response in no way affects your eligibility for or likelihood of proposal acceptance.*

Federal Employee (*)

The name of your company or organization is required on the CGF. If you are a part-time or full-time student, please indicate the name of your school. If you are unemployed, retired, or otherwise not working, please indicate "N/A" in the required field.

Company/Organization (*)

Your job title is required on the CGF. If you are a part-time or full-time student, please indicate "student." If you are unemployed, retired, or otherwise not working, please indicate "N/A" in the required field.

Job Title (*)

[Submit Data](#)

PharmaSUG Electronic Copyright Grant (CGF) Process

Once this information is provided then the 'Update Profile' screen will not automatically appear for future logins for the current conference year. However, it will continue to appear until the author has provided the necessary information. If after the author has entered their information and needs to update their profile, the author can make updates by going to the User Console → Account Information → Update Profile.

User Console

Account Information

[Update Profile](#)
[Change Password](#)
[Go to the Global Profile](#)

It is the responsibility of the main/contact author to ensure that the following information is accurate in SoftConf for each of their submissions:

1. Full title of the submission.
2. All authors are listed on the submission using their SoftConf user ID.
3. All authors have completed their profile with the information indicated above.

Once all acceptances have been generated and the due date (**March 12, 2026**) for author profile and title modifications have passed, the electronic document coordinator will generate a CGF based on the information in SoftConf. Each submission will have a customized link that will be e-mailed to the main contact author. ***It is then the main/contact author's responsibility to circulate the CGF for the appropriate signatures.*** There will be a signature block created for each person that needs to sign.

The automated CGF will determine if a legal representative is required to sign based on the profile information for each of the authors listed. If a legal representative is required to sign, then the appropriate signature block(s) will be created.

If the profile indicates that the work is done on behalf of a government agency, then the appropriate language will be added for the author(s).

After all the appropriate signatures have been obtained, the main/contact author is to upload the CGF into the submission system, by the deadline indicated in the list of important conference dates found in [Important Dates](#) on the website.