INSTRUCTIONS FOR NEW RESEARCH POSTER PRESENTATION SESSIONS

Important: As primary author/presenter of the poster, you are the only person to receive this information.
Please distribute it to your co-presenters.

New Research Poster Sessions are designed to allow for more interaction between presenters and participants. As a special note to our international participants, Posters carry exactly the same status as Papers in the American system. Posters are the preferred means of conveying data-rich studies, and the poster sessions draw large crowds.

1. Online Posters and Handouts
You will be able to upload a PDF file of your poster to AACAP’s web site so that AACAP members and attendees can access the content of your poster after the Annual Meeting. Look for an email from AACAP about how to upload your poster in September. Putting your poster online is optional. Handouts are not required for Posters and are not funded by AACAP, but attendees often request handouts and cards with your name and address; bring at least 100 of each. Include disclosure statements of all authors, your full contact information, and email address on handouts. The decision to bring handouts is entirely up to you and your co-presenters. If you use handouts, they should be easy to read. If you receive funding from an outside source to produce your handouts, you must disclose. Please see #4 below for disclosure information.

2. Posters - Presentation
• The poster board surface area is 4’ high and 8’ wide (1.2 meters high by 2.4 meters wide.)
• Prepare a sign indicating the abstract title and authors, to place at the top of your poster space. The lettering for this sign should be at least 1” high.
• All presenters’ and authors’ disclosures must be displayed at top right corner of the poster. The font for these disclosures must be at least 12 pt.
• Do not mount illustrations on heavy board because these may be difficult to keep in position. Thumbtacks will be provided.
• Click here to see a sample of the poster format:

3. Tips on Preparing Posters
• Bear in mind that your illustrations may be viewed from distances of 3 feet or more. All lettering should be at least 3/8” high, preferably in bold clean type. Fonts should be at least 14 point.
• Hand-drawn charts and illustrations should be similar to slides. Block coloring can add emphasis and clarity. Captions should be brief. Labels few, but clear. Avoid unnecessary details.
• It helps a great deal if you indicate (by numbers, letters, or arrows) a sequence for studying your material.
• Ideally, your poster should be self-explanatory so that you can supplement and discuss particular points raised by inquiry.
• The poster session provides an opportunity for intimate, informal discussion, but this becomes difficult if you are obliged to devote most of your time to merely explaining the poster to a succession of attendees. A tablet of sketch paper and suitable drawing materials are useful.
• Include disclosure statements of all authors on handouts.
• Neither projection equipment nor power will be provided in the New Research Poster session area.
• When presenting about a medication, you must use the generic name.

4. Disclosure of Affiliations – WE TAKE DISCLOSURE SERIOUSLY!
• Disclosure of conflict of interest and affiliations is an important and serious matter.
  o Disclosure is required and considered to be an obligation of all attendees who present or speak at the Annual Meeting, be it from the podium or the floor. (Those asking questions or making short comments from the floor can fulfill this obligation by a purely verbal disclosure.)
  o The Program Committee and CME Committee monitor disclosures during the meeting.
Failure to disclose is construed to be an ethical violation that will result in disciplinary action by the AACAP Program Committee and CME Committee.

- **BEFORE** beginning your presentation, you have a duty to disclose:
  - Any off-label medication uses recommended.
  - Any commercial, financial, or other affiliations.
- Full disclosure is a requirement of AACAP and our accrediting institution, the Accreditation Council for Continuing Medical Education (ACCME).
- Disclosure must be made:
  - In writing and in advance to AACAP.
  - Verbally at the beginning of each presentation.
- Use of the Standard Disclosure Format is **required**.
  - Presenters are **required** to use the AACAP Standard Disclosure Slide as the format for disclosure for each presentation if the presentation includes slides; otherwise verbal disclosure is acceptable. The standard slide is available at: www.aacap.org/AnnualMeeting/2015.
- When in doubt, **report**.
  - When there are no affiliations, this should be indicated on a slide (if used) and verbally.
  - The reporting timeframe is a minimum of the past TWO years and imminent support. If external funds have an impact on that particular presentation, then any time frame is relevant. e.g., funding for a study which ended prior to two years ago but is now being reported must be disclosed.
  - When in doubt about reporting, request guidance from meetings@aacap.org. The Program Committee will respond promptly to questions about disclosure of affiliations.
- If disclosures were not submitted to AACAP in the response to the *Call for Papers*, or if there has been a change to your disclosure, email appropriate information immediately to AACAP.

### 5. QR Codes

Poster presenters may put QR codes on their New Research Posters that link to electronic versions of the posters or more information about the research study. **BEFORE PRINTING YOUR POSTER**, please email meetings@aacap.org with the code that you will put on the poster so that we can review the content within the code. QR codes are not permitted without AACAP’s approval. Codes should not link to marketing information of any kind.

### 6. The Mission of AACAP’s Continuing Medical Education (CME)

AACAP offers CME credit at the Annual Meeting for attendees. The CME Committee has established a mission for AACAP’s CME activities, which includes enhancing the physician’s ability to improve clinical treatment and remaining up-to-date in developments within the field of child and adolescent psychiatry. As a presenter, it is important that you are aware of the mission and align your presentation with its goals. Please review the **CME Mission statement**. If you have any questions regarding CME, contact Elizabeth Hughes, Assistant Director of Education and Recertification, at 202.966.1944, or ehughes@aacap.org.

### 7. Scheduling

Abstracts scheduled for presentation in New Research Poster Sessions are grouped by topic and are numbered and listed, crediting all authors, in the *Program Book*. Poster sessions run when most scientific sessions are at break. These sessions will last 2.5 hours, and it is expected that at least one author will remain with the poster during the entire session. Posters are scheduled on Wednesday, October 28; Thursday, October 29; Friday, October 30; and Saturday, October 31. Please look in the *Program Book* when you arrive onsite for your poster number. A preliminary schedule of New Research Poster Sessions will be posted on our website in mid-August - please check this site at www.aacap.org/AnnualMeeting/2015 for your presentation date and time. If for any reason you find that you will not be able to present at the Annual Meeting, please contact the Meetings Department immediately.

### 8. Registration

Presenters must pay registration fees for the AACAP Annual Meeting, either by mail, fax, or the Web site starting in August 2015. The only exception are presenters who are not psychiatrists - these presenters still need to register, but will be charged only $175 U.S. if registered online or $200 U.S. if registered via mail or fax.

### 9. Honoraria

AACAP does not provide honoraria, travel reimbursement, or hotel reimbursement for speaking in this event.
10. Travel and Hotel Reservations
All presenters are responsible for booking their own travel and hotel arrangements for the Annual Meeting. Reservations at the Grand Hyatt San Antonio and San Antonio Marriott Riverwalk will be available at AACAP’s group rate starting June 15, 2015. Visit www.aacap.org/AnnualMeeting/2015 for more details.

11. Publications
Information about your New Research Poster will be published in two places: the Program Book and the Book of Scientific Proceedings. These publications will not be available until the beginning of the meeting. Scientific Proceedings abstracts will also be available to AACAP members and Annual Meeting attendees online the month before the meeting and for one year after the meeting. Please inspect and report errors in names, titles, and other information published in the online schedule to the AACAP Meetings Department at meetings@aacap.org. Errors that are not reported may be repeated in the Program Book and Book of Scientific Proceedings.

12. When to Put Posters Up
Mount your posters on your assigned board during the 30 minutes immediately preceding your scheduled session.

13. Satellite Symposia
AACAP does not allow satellite symposia during our Annual Meeting. Satellite symposia are defined as extramural meetings in the same city and during the official program days and two days before or after the AACAP meeting. Please do not agree to participate in educational events that are not listed in the Registration Magazine or on the AACAP website as they are not approved by AACAP. Please contact AACAP if you are approached to participate in such an event. For more information, refer to our Operating Principles for Extramural Support of AACAP’s Meetings and Related Activities.

14. Program Sponsorship
AACAP’s Development Department seeks funding from outside sources for general support of the Annual Meeting. If you are aware of an outside funder who may be interested in sponsorship opportunities, contact Alan Ezagui, Deputy Director of Development at 202.587.9661 or aezagui@aacap.org. All support of AACAP Annual Meeting programs must be coordinated through AACAP’s Development Department.

15. Press
All presentations of data, research, or other information presented at AACAP’s meetings are EMBARGOED until after the program is presented, unless the presenter and Chair of the Program Committee agree to an earlier release in writing.

16. Evaluations
Please announce at the beginning and end of your Workshop that it is extremely important for attendees to fill out their evaluations. Without evaluations, AACAP can not continue offering CME credits. We will compile attendee comments from your presentation, and will email them to you after the Annual Meeting. Attendees can complete their evaluations via a paper form distributed at the beginning of the program or on the Annual Meeting App.

17. Photography/Cell Phones
Photographs may not be taken in any meeting. Members of the audience found taking pictures will be asked to leave the session. Cell phones and beepers must be silent or the participant will be asked to leave the session. Of course, presenters are expected to ignore cell phones for the duration of the presentation.

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