

AMERICAN ACADEMY OF CHILD & ADOLESCENT PSYCHIATRY

55th Annual Meeting

Instructions for Institute Sessions

Important: As chair of this presentation, you are the only person to have received this information. Please distribute it to all of your co-presenters.

Institute sessions are designed to present perspectives of different aspects of a topic or differing views of the same topic. Attendees pay extra for tickets to attend Institutes.

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 at http://www.aacap.org/cs/root/meetings_and_online_cme/continuing_medical_education_credits. If you have any questions regarding CME, please contact Elizabeth Hughes, Assistant Director of Education and Recertification, at 202.966.7300, ext. 106, or ehughes@aacap.org.

1. *Scheduling:*

Your Institute may be scheduled anytime between October 28-November 2, 2008. The Institute will be six to seven hours long and will have one and a half to two hours of breaks. A preliminary schedule of presentations will be posted on our website in mid-June - please check this site at www.aacap.org/cs/AnnualMeeting/2008 for your presentation date and time. The *Registration Magazine* for the Annual Meeting will be mailed to all presenters in August 2008 and will be on our web site at www.aacap.org/cs/AnnualMeeting/2008. Please also check this magazine for your presentation time and date in case there have been any changes to the schedule. If for any reason you find that you will not be able to present at the Annual Meeting, please contact the Meetings Department immediately at meetings@aacap.org. Also contact Institutes Subcommittee Chair, Melissa DelBello, M.D. at University of Cincinnati, Department of Psychiatry, 231 Albert Sabin Way, ML 559, Cincinnati, OH 45267-0559, Tel: 513.558.0956, Fax: 513.558.3399, Email: delbelmp@email.uc.edu. Presenters are expected to stay for the entire duration of the Institute in order to answer questions pertaining to their presentations.

2. *Publications:*

Information about your Institute will be published in three places: the *Registration Magazine*, the *Program Book*, and the *Book of Scientific Proceedings*. The latter two 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. Please inspect and report errors in names, titles, and other information published in the *Registration Magazine* to the AACAP Meetings Department at the contact information above. Errors that are not reported may be repeated in the *Program Book* and *Book of Scientific Proceedings* at the Annual Meeting.

3. Institute Notebooks:

To help us prepare the Institute Notebook, please send us your Institute's presentations - formatted for publication - no later than **Friday, July 25, 2008**. All materials must be assembled by the Institute chair, and then reviewed and approved by our Institutes committee. Therefore, the chair should ask each presenter to email his or her materials no later than **July 11** to give the chair time to review the notebook. Here are the guidelines for each presentation:

NOTE: An instructional sample slide set can be viewed at:
www.aacap.org/cs/AnnualMeeting/2008/Presenters.

Header for each page: Your name in the upper right hand corner and the title of your presentation in the upper left hand corner. Use Time New Roman 12 pt font. (Go to: View/Master/Handout Master to insert the headers.)

Footer for each page: None - do NOT number pages. (AACAP will number the entire Notebook).

A.) 3-5 brief learning goals/objectives of your presentation. This should be the first thing in your presentation. They do not need their own separate page. (A Word document is fine.)

B.) Disclosure statements. Include disclosures that you listed on your Disclosure Statement (commercial/financial conflicts of interest) as well as any off-label medication uses you recommend in your presentation. This **MUST** be the second slide of your presentation to comply with the CME accrediting agency. If you have no conflicts, please state "No conflicts of interest or disclosures." You should list support that you receive from AACAP on this slide. See number 14 below for more information about AACAP's disclosure policies.

C.) Your Presentation: Please submit PowerPoint slides. (This is what attendees prefer.) Maximum 20 pages (60 slides) per presentation. We must receive your presentation electronically by email or on a CD. Include all of your slides in the handout. (Attendees hate copying down that which could have been printed.) **PLEASE DO NOT** use tiny fonts that cannot be read when printed. (Minimum Times New Roman point size: 32) **PLEASE DO NOT** put fuzzy scanned pages from books in your slides. **PLEASE DO NOT** use dark backgrounds. We have included a sample presentation. Please call 202.966.7300, ext. 155 if you have trouble with formatting.

D.) 5 CME Questions with Answer Key. These must be Multiple Choice only and each question must have exactly one answer. The answer **cannot** be "all of the above," "none of the above," or "both a and c." Please double check your answer key to be sure that the correct answer is selected. Please do NOT include True/False questions.

E.) Your annotated Bibliography (3 to 5 items).

F.) Any article you wish to include, in good enough condition to be photocopied, and a letter from the publisher indicating permission to reproduce up to 700 copies for inclusion in our notebooks. (The actual number of copies required for your institute will likely be fewer.) Any article lacking a reprint authorization can not be published. Please note that any article owned by the AACAP, such as articles from the *AACAP Journal*, *Practice Parameters*, or *AACAP News*, does not need reprint authorization. There is no budget for buying copyrighted materials. A sample permission letter is attached.

Please feel free to consult AACAP over any questions you may have regarding your notebook.

Besides the obvious importance of the lecture, keep in mind that the attendees will likely refer back to the notebook, and some non-attendees will purchase the notebook. Therefore, your slides must be detailed enough to stand alone.

Your entire Institute Notebook (goals, detailed outline, slides, bibliography, CME questions) should be no more than 200 pages.

Please email the above to:

AACAP

Meetings Department

3615 Wisconsin Avenue, NW

Washington, DC 20016-3007

Tel: 202.966.7300 ext. 155

Email: meetings@aacap.org

FINAL NOTEBOOK DUE TO AACAP: JULY 25, 2008

4. Audio-Visuals:

In order to have audio visual equipment in your meeting room, you must submit a request to the AACAP Meetings Department through the online form. The link to your program's request form is provided in the acceptance email that the chair received from AACAP. The AACAP will pay for your audio-visual equipment, but we urge you to coordinate your efforts among your co-presenters and order only what is necessary. Audio-visual equipment rental at the hotel is tremendously expensive and a large portion of registration fees is devoted to the expense. **We will need you to bring your own laptop computer if you wish to show your slides on an LCD projector.** Be especially careful to bring all necessary cables/converters and a backup thumb drive/CD of your presentation in case your computer crashes. We recommend that the chair collect all presentation slides onto one laptop computer. There will be a speaker ready room at the conference hotel where you can run through your presentation materials. ***The online form should be completed by the chair no later than Friday, August 22.***

5. Audio Recording:

AACAP audio records all Institute presentations at the Annual Meeting and sells the audiotapes to individuals after the meeting. Selected Institutes may be video-taped as well for future

educational materials. Each presenter on this Institute will receive an email from the AACAP Meetings Department by the end of May with a link to a release form asking for permission to tape his/her presentation. Each speaker must complete this form by June 30, 2008 noting if he/she accepts or declines being taped.

6. Slides:

Every meeting, every year, attendee evaluations repeat the same complaints about slides. Some have fonts so small the people in the back of the room can't read them. Some use hard-to-read dark backgrounds. Some have recycled old slides that seem to have no relevance to the presentation. Some put long detailed pages on the slides without including handouts, forcing attendees to take furious notes. Please, be empathic of your attendees. Take a look at your slides and ask yourself whether you would be able to read them from 50 feet away. Better yet, let a friend or colleague look over your materials - fresh eyes are very helpful. Attendees prefer that the slides are in the same order in the presentation and the notebook. Minimum font point size is 32. When presenting about a medication, you must use the generic name. **You must include a disclosure slide as the second slide of your presentation.** If you have no conflicts, please write "No conflicts of interest or disclosures." An instructional sample slide set can be viewed at www.aacap.org/cs/AnnualMeeting/2008/Presenters.

7. Registration:

Presenters must pay registration fees for the AACAP Annual Meeting, either by mail, fax, or the web site starting in August 2008 when the *Registration Magazine* is published. The only exception is presenters who are not child and adolescent psychiatrists - these presenters still need to register, but will be charged only \$100 if registered online or \$125 if registered via mail or fax.

8. Non-Member Presenters Travel and Reimbursement:

AACAP will support travel expenses for up to two non-member presenters, chosen by the Institute chair. Expenses which can be claimed are: a round-trip domestic airline ticket purchased at least 21 days in advance through our designated travel agency (or ground transportation), overnight lodging, and up to \$75 per day for meals. Receipts are required for reimbursement. Unusual requests, such as foreign travel, must be pre-approved by the Treasurer. Travel support received from AACAP must be included on your disclosure slide.

9. Honoraria:

The honoraria for chairs of Institutes is \$1,500. That amount is split for co-chairs. Presenters receive honoraria of \$750 for each standard 45-minute to 1-hour presentation. That amount is split for co-presenters. Honoraria received from AACAP must be included on your disclosure slide.

10. Travel and Hotel Reservations:

All presenters are responsible for booking their own travel and hotel arrangements for the Annual Meeting. Visit <http://www.aacap.org/cs/AnnualMeeting/2008> for more details.

11. On-Site:

Please arrive at least 30 minutes before your session begins. A volunteer monitor, often a resident or student, will be present to help you with lights, audio-visual equipment, handouts, and reporting problems to Meetings Department Staff. In addition, they will check tickets, count attendees, report to AACAP if appropriate disclosure guidelines were followed, and distribute and collect evaluations. Please let your presenters know that they are expected to stay for the entire Institute to facilitate question and answer periods.

12. Speaking:

Please rehearse your presentation before you present it. You should be especially careful to practice speaking loudly, clearly, and slowly. It is useful to have a friend or colleague observe you speaking before you step in front of the audience. Some past presenters have practiced in advance using camcorders or cassette recorders to clarify their speaking strengths and weaknesses. Note that roughly 25-30% of AACAP Annual Meeting attendees are international and English may not be their first language; speaking slowly will greatly improve their comprehension of your presentation. Also, at the beginning of the day, the chair of the Institute should announce the times and duration of the breaks. Presenters may register for a free Presentation Skills Workshop on Wednesday, October 29; look for the Workshop in your *Registration Magazine* in August. Workshop attendees are encouraged to bring their laptops and slides. Registration will be first-come, first-served and will be limited to 50 attendees.

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* and are not approved by AACAP. Please contact AACAP if you are approached to participate in such an event. For more information about AACAP's Operating Principles for Extramural Support of the Annual Meeting, refer to <http://www.aacap.org/cs/AnnualMeeting/2008>.

14. Disclosure of Affiliations

- A. Disclosure of real, potential, or perceived affiliations is an important and serious matter.
 - 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.)
 - The Program Committee monitors disclosures during the course of the meeting.
 - Failure to disclose is construed to be an ethical violation that will result in disciplinary action by the AACAP Program Committee.
 - WE TAKE DISCLOSURE SERIOUSLY!
- B. BEFORE beginning your presentation, you have a duty to disclose:
 - I. Any off-label medication uses recommended.
 - II. Any real, potential, or perceived commercial, financial, or other affiliations.
- C. Full disclosure is a requirement of the AACAP and our accrediting institution the ACCME.
- D. Disclosure must be made

- I. In writing and in advance to the AACAP.
 - II. On the first content slide in a presentation or prominently at the top of a poster.
 - III. Verbally at the beginning of *each* presentation.
- E. 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. It is available at:
www.aacap.org/cs/AnnualMeeting/2008/Presenters
- F. When in doubt, **report**
- **When there are no affiliations, this should be indicated on a slide and verbally or on the poster.**
 - The reporting timeframe is a minimum of the past two years and imminent support. An obligation to report may exist for funds received prior to the last two years if it would be commonly perceived to have impact on that particular presentation, 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.
- G. If disclosures were not submitted to AACAP in the response to the *Call for Papers*, email appropriate information immediately to the AACAP with special attention to particularly relevant disclosures for each presentation at meetings@aacap.org.

15. Program Sponsorship

AACAP's Development Department seeks funding from outside sources to support the Annual Meeting. If you are aware of an outside funder who may be interested in sponsorship opportunities with AACAP, please contact Donna Rich, AACAP's Deputy Director of Development at 202.966.7300, ext. 120 or drich@aacap.org. All support of AACAP Annual Meeting programs must be coordinated through AACAP's Central Office. If funding is received for your program, AACAP will notify you in advance.

16. Evaluations:

Please announce at the beginning and end of your Institute that it is extremely important for attendees to fill out their evaluations. Without evaluations, AACAP can not continue offering CME credits. We will type and email to you every attendee comment you receive on the evaluations.

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.

Our Contact Information:

American Academy of Child and Adolescent Psychiatry
3615 Wisconsin Avenue, NW
Washington, DC 20016-3007
Tel: 202.966.7300
Fax: 202.966.2891

Email: meetings@aacap.org

Web: www.aacap.org (in the Meetings and Online CME Section)

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SAMPLE REPRINT AUTHORIZATION LETTER

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Dear Editor:

I would like your permission to reproduce _____ copies* of the following article (s) to be used for educational purposes:

“Article Title,” (in *Name of Publication*, Volume X, No. 1, Nth Edition, Publisher Name, Year Published, Pages 1-20), by Author’s Name.

I am presenting a lecture for an Institute at the Annual Meeting of the American Academy of Child and Adolescent Psychiatry, October 28-November 2, 2008. I would like to include this article in the syllabus given to the attendees of this Institute. Please be kind enough to mail or fax your permission, if granted by (date). My fax number is _____.

Thank you very much for your consideration.

Sincerely,

Permission is granted: _____ (signature)

_____ (print name)

_____ (title)

_____ (date)

(* AACAP can give you an estimated maximum attendance in June. Please call or email.)