

AMERICAN ACADEMY OF CHILD & ADOLESCENT PSYCHIATRY

55th Annual Meeting

Instructions for Poster Sessions

New Research Poster Sessions are designed to allow for more interaction between presenters and participants. As a special note to our overseas 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.

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:*

Abstracts scheduled for presentation in New Research Poster Sessions will be grouped by topic and will be numbered and listed, crediting all authors, in the *Program Book*. Poster sessions will run when most scientific sessions are at break. These sessions will last 2 1/2 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 29; Thursday, October 30; Friday, October 31; and Saturday, November 1. 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/cs/AnnualMeeting/2008 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 at meetings@aacap.org.

2. *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.

3. *When to put posters up:*

Mount your posters on your assigned board during the 30 minutes immediately preceding your scheduled session.

4. Posters - Presentation:

- A. The poster board surface area is 4' high and 8' wide (1.2 meters high by 2.4 meters wide.)
- B. 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.
- C. Do not mount illustrations on heavy board because these may be difficult to keep in position. Thumbtacks will be provided.

5. Tips on preparing posters:

- A. 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.
- B. 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.
- C. It helps a great deal if you indicate (by numbers, letters, or arrows) a sequence for studying your material.
- D. 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.
- E. Handouts and cards with your name and address are often requested. Bring at least 100 of each. Include disclosure statements on handouts.
- F. Neither projection equipment nor power will be provided in the New Research Poster session area.
- G. When presenting about a medication, you must use the generic name.

6. 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.

7. 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.

8. 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***.
 - Poster presenters are ***required*** to list all disclosures in the upper right corner of the poster in the font size that is the same as the main text font on the poster, with no bold, italics, or other enhancements. Include both the company name and nature of the conflict. Logos may NOT appear on posters.
- 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.

9. *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>.

10. *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.

11. *Honoraria*

AACAP does not provide honoraria, travel reimbursement, or hotel reimbursement for speaking in this event.

12. *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.

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