

AMERICAN ACADEMY OF CHILD & ADOLESCENT PSYCHIATRY

54th Annual Meeting

Instructions for Institute Sessions

Important: You, as chair of this presentation, are the only person to have received this information. Please copy and 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.

1. *Scheduling:*

Your Institute may be scheduled anytime between October 23-28, 2007. The Institute will be six to seven hours long and will have two hours of breaks. A preliminary schedule of presentations will be posted on our website at the end of June - please check this site at www.aacap.org/cs/AnnualMeeting/2007 for your presentation date and time. The *Registration Magazine* for the Annual Meeting will be mailed to all presenters in August 2007 and will be on our web site at www.aacap.org/cs/AnnualMeeting/2007. 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: **AACAP, Attn: Meetings Department, 3615 Wisconsin Avenue, NW, Washington, DC 20016. Tel: 202.966.7300, Fax: 202.966.2891, email: 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. 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 27, 2007**. All materials must be assembled by the Institute chair, and then reviewed and approved by our Institutes committee. Therefore,

you should ask each presenter to email you his or her materials no later than **July 13** to give you 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/2007/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 a slide at the beginning of your presentation to comply with the CME accrediting agency. If you have no conflicts, please state “No conflicts of interest or disclosures.”

C.) Your Presentation: Please submit PowerPoint slides. (This is what attendees prefer.) Maximum 25 pages (75 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 DON'T* use tiny fonts that can't be read when printed. (Minimum Times New Roman point size: 32) *PLEASE DON'T* put fuzzy scanned pages from books in your slides. *PLEASE DON'T* use dark backgrounds. We have included a sample presentation. Call if you have trouble with formatting. Tel: 202.966.7300 Meetings Department

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.

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 x139
Email: meetings@aacap.org

FINAL NOTEBOOK DUE TO AACAP: JULY 27, 2007

4. *Audio-Visuals:*

In order to have audio visual equipment in your meeting room, you must send a written request to the AACAP Meetings Department. 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. We have included an **Audio-Visual Equipment Request Form** to give you and your co-presenters time to determine your needs. ***Please return by August 24, 2007.***

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. Please complete the Audio- and Video-Taping Release Form by ***Friday, August 24, 2007*** to indicate your preference in being recorded.

6. *About 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 drug, please 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/2007/Presenters.

7. Registration:

Presenters must pay registration fees for the AACAP Annual Meeting, either by mail, fax, or the web site starting in August 2007 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 \$90 if registered by September 15 and \$105 if registered after September 15.

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 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.

9. Honoraria:

The honoraria for chairs of Institutes is \$1,000. That amount is split for co-chairs. Presenters receive honoraria of \$500 for each standard 45-minute to 1-hour presentation. That amount is split for co-presenters.

10. Travel and Hotel Reservations:

All presenters are responsible for booking their own travel and hotel arrangements for the Annual Meeting. See the travel and hotel information sheet included in this packet 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 us. 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. 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 24; 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. 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 www.aacap.org/galleries/AnnualMeeting2006/Sponsorship_extarmuralSupport.pdf.

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 recommend.
 - 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/2007/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 Paper*, email appropriate information immediately to the AACAP with special attention to particularly relevant disclosures for each presentation at meetings@aacap.org.

15. 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 mail to you every attendee comment you receive on the evaluations.

16. 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.

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 Section)

Heidi Büttner Fordi, Senior Director of Meetings Management and CME, telephone ext: 102,
email: hfordi@aacap.org

Jill Zeigenfus, CMP, Assistant Director of Meetings Management, telephone ext: 101, email:
jzeigenfus@aacap.org

Jeanine Palmer-Salifou, Meetings Manager, telephone ext. 104, email: jpalm@aacap.org

Alysia Troiano, Meetings and CME Assistant, telephone ext. 139, email: atroiano@aacap.org

SAMPLE REPRINT AUTHORIZATION LETTER

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Date

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Publisher

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City, State Zip

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 23-28, 2007. 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.)