AMERICAN ACADEMY OF CHILD & ADOLESCENT PSYCHIATRY

56th Annual Meeting

Instructions for Clinical Consultation Breakfasts

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.

Clinical Consultation Breakfasts are one and one half hour discussion sessions with experts in an area with a maximum of 15 attendees who pay extra for a ticket to attend.

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 Clinical Consultation Breakfast may be scheduled any day between October 28-October 31, 2009, from 6:00 am to 7:30 am. A preliminary schedule of presentations will be posted on our website in mid-June - please check this site at www.aacap.org/cs/AnnualMeeting/2009 for your presentation date and time. The *Registration Magazine* for the Annual Meeting will be mailed to all presenters in August 2009 and will be on our web site at www.aacap.org/cs/AnnualMeeting/2009. 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 the Clinical Consultation Breakfast Coordinator, Joan Luby, M.D., Washington University School of Medicine, 660 S. Euclid, Box 8134, St. Louis, MO 63110-1093, Tel: 314.286.2730, Fax: 314.286.2732, Email: lubyj@msnotes.wustl.edu.

2. *Publications:*

Information about your Clinical Consultation Breakfast will be published in two places: the *Registration Magazine* and the *Program Book*. The latter publication 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*.

3. 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 14.***

4. Handouts:

Although encouraged, handouts are not required for Clinical Consultation Breakfasts and are not funded by AACAP. If you use handouts, they should be easy to read and presenters should go over the handouts during their presentations. Attendees prefer when slides and handouts follow the same order. The Program Committee suggests that a one page handout with your full contact information, including email address, will satisfy most attendees.

5. Registration:

Presenters must pay registration fees for the AACAP Annual Meeting, either by mail, fax, or the web site starting in August 2009 when the *Registration Magazine* is published. The <u>only</u> 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.

6. Honoraria:

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

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/2009 for more details.

8. On-Site:

Please arrive at least 15 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, take attendance, report to AACAP if appropriate disclosure guidelines were followed, and distribute and collect evaluations.

9. Speaking:

If you plan to include a structured presentation for a portion of your Clinical Consultation Breakfast, please rehearse your presentation before you present it. You should be especially careful to practice speaking loudly, clearly, and slowly. It may be 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. When presenting about a medication, please use the generic name. Presenters may attend the Member Services Forum entitled *Presentation Skills Workshop* on Wednesday, October 28; look for the Member Services Forum in your *Registration Magazine* in August. Forum attendees are encouraged to bring their laptops and slides.

10. 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/2009.

11. Disclosure of Affiliations

A. Disclosure of real, potential, or perceived affiliations is an important and serious matter.
   - Disclosure is required and considered to be is 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 right*** of a poster **(All presenters' and authors' disclosures must be located in the top right corner of every poster in a minimum of 12 pt. font size).**

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 if the presentation includes slides; otherwise verbal disclosure is acceptable. The standard slide is available at:
www.aacap.org/cs/AnnualMeeting/2009/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*, or if there has been a change to your disclosure, email appropriate information immediately to the AACAP with special attention to particularly relevant disclosures for each presentation at meetings@aacap.org.

12. Evaluations:

Please announce at the beginning and end of your Clinical Consultation Breakfast that is it 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.

13. 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:

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