AMERICAN ACADEMY OF CHILD & ADOLESCENT PSYCHIATRY

56th Annual Meeting

Instructions for Workshop 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.

Workshop sessions are designed to provide instruction in a particular clinical, research, or other technique for debate or discussion among a small audience of no more than 25 attendees who purchase tickets for admission.

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 Workshop may be scheduled anytime between October 28-October 31, 2009. The Workshop will be three hours long. 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.**

2. *Publications:*
Information about your Workshop 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 and for one year after 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*.

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:

Handouts are **required** for Workshops and are reimbursed by AACAP up to $75 per Workshop. Receipts are required for reimbursement. Please submit on the enclosed form by November 14, 2009. Handouts should be easy to read and presenters should go over the handouts during their presentations. Attendees prefer you include your full contact information, including email addresses. Attendees also prefer that the slides are in the same order in the presentation and the notebook.

5. 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. Minimum font point size is 32. When presenting about a medication, you must use the generic name. An instructional sample slide set can be viewed at www.aacap.org/cs/AnnualMeeting/2009/Presenters.

6. 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.

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

8. 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.

9. 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, count attendees, report to AACAP if appropriate disclosure guidelines were followed, and distribute and collect evaluations.

10. 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. 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.

11. 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.

12. 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.

13. 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, please contact Hanna Smith, AACAP's Development Manager at 202.966.7300, ext. 130 or hsmith@aacap.org. All support of AACAP Annual Meeting programs must be coordinated through AACAP's Central Office.

14. Evaluations:

Please announce at the beginning and end of your Institute 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.

15. 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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Workshop Handouts Reimbursement Form

You may claim up to $75.00 US reimbursement for up to 30 copies of your Workshop materials. Please tape the receipt in the space below and return by mail to AACAP, Attn: Meetings Department, 3615 Wisconsin Avenue, NW, Washington, DC 20016-3007. Reimbursement requests should be received at AACAP headquarters by **November 13, 2009**. Questions? Meetings Department at 202.966.7300 or meetings@aacap.org.

Workshop Name:_____

Chair:_____

(only Workshop Chairs can claim reimbursement)

Address to send reimbursement check:

_____

_____

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Phone:_____ Email:_____

Please attach original receipts: