Instructions for New Research Poster Presentation Sessions

**Important:** As primary author/presenter of the poster, you are the only person to receive this information. Please distribute it to your co-presenters.

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

**Online Posters and Handouts**

You will be able to upload a PDF file of your Poster to AACAP’s website so that AACAP members and attendees can access the content of your Poster after the Annual Meeting. Look for an email from AACAP about how to upload your Poster in September. Putting your Poster online is optional. Handouts are not required for Posters and are not funded by AACAP, but attendees often request handouts and cards with your name and address, so we suggest you bring at least 100 of each.

Include **disclosure statements of all authors**, your full contact information, and email address on handouts. The decision to bring handouts is entirely up to you and your co-presenters. If you use handouts, they should be easy to read. If you receive funding from an outside source to produce your handouts, you must disclose. Please see #4 below for disclosure information.

**Posters - Presentation**

- The poster board surface area is 4’ high and 8’ wide (1.2 meters high by 2.4 meters wide.)
- 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.
- **All presenters’ and authors’ disclosures must be displayed at top right corner of the Poster. The font for these disclosures must be at least 12-point.**
- Do not mount illustrations on heavy board because these may be difficult to keep in position. Thumbtacks will be provided.

**Tips on Preparing Posters**

- 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.
- 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.
- It helps a great deal if you indicate (by numbers, letters, or arrows) a sequence for studying your material.
- 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.

- Include disclosure statements of all authors on handouts.
- Neither projection equipment nor power will be provided in the New Research Poster session area.
- When presenting about a medication, you must use the generic name.

Disclosure of Affiliations

- Disclosure of conflict of interest and affiliations is an important matter.
- Disclosure is required for all authors on the poster and considered to be an obligation of all attendees who present a poster or speak at the Annual Meeting.
- Disclosure must be made:
  - In writing and in advance to AACAP. The reporting timeframe is a minimum of the past TWO years and imminent support. If external funds have an impact on that particular presentation, then any time frame is relevant (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.
- If there has been a change to your disclosure, email appropriate information immediately to AACAP at meetings@aacap.org.

QR Codes

Poster presenters may put QR codes on their New Research Posters that link to electronic versions of the posters or more information about the research study. BEFORE PRINTING YOUR POSTER, please email meetings@aacap.org with the code that you will put on the poster so that we can review the content within the code. QR codes are not permitted without AACAP’s approval. Codes should not link to marketing information of any kind.

The Mission of AACAP’s Continuing Medical Education (CME)

New Research Posters no longer offer CME credit. While the poster sessions are no longer a CME-eligible activity, AACAP will continue to operate the poster review and sessions in the spirit of a CME activity. To that end, 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. Please review the CME Mission Statement.

If you have any questions regarding CME, contact cme@aacap.org.

Scheduling

Abstracts scheduled for presentation in New Research Poster Sessions are grouped by topic and are numbered and listed, crediting all authors, in the Program Book. Poster sessions run when most scientific sessions are at break. These sessions will last 2.5 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 24; Thursday, October 25; Friday, October 26; and Saturday, October 27. 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 the Annual Meeting website 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.
Registration
Presenters must pay registration fees for AACAP’s Annual Meeting, either by mail, fax, or the website starting mid-August 2018. Presenters who are not psychiatrists still need to register but will be charged only $175 U.S. if registered online or $200 U.S. if registered via mail or fax.

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

Travel and Hotel Reservations
All presenters are responsible for booking their own travel and hotel arrangements for the Annual Meeting. Attendees can start making hotel reservations on June 15, 2018. Please visit the Annual Meeting website for more hotel and travel details.

Publications
Information about your New Research Poster will be published in two places: the AACAP Annual Meeting Program Book and the special online issue of the Journal of the American Academy of Child and Adolescent Psychiatry. Scientific Proceedings abstracts will also be available to AACAP members and Annual Meeting attendees online and on the AACAP App 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 online schedule to AACAP’s Meetings Department at meetings@aacap.org. Errors that are not reported may be repeated.

When to Put Posters Up
Mount your posters on your assigned board during the 30 minutes immediately preceding your scheduled session.

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 AACAP’s meeting. Please do not agree to participate in educational events that are not listed in the Registration Magazine or on AACAP’s website as they are not approved by AACAP. Please contact AACAP if you are approached to participate in such an event.

For more information, refer to our Operating Principles for Extramural Support of AACAP’s Meetings and Related Activities.

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 Carmen Jewel Head, Director, Research, Development & Workforce, at development@aacap.org. All support of AACAP’s Annual Meeting programs must be coordinated through AACAP’s Development Department.

Press
All presentations of data, research, or other information presented at AACAP’s meetings are embargoed until after the program is presented, unless the presenter and Chair of the Program Committee agree to an earlier release in writing.
Evaluations
Please encourage attendees to fill out their evaluations. Without evaluations, AACAP cannot continue offering CME credits. We will compile attendee comments from your presentation and will email them to you after the Annual Meeting. Attendees can complete their evaluations via a paper form distributed at the beginning of the program or on the AACAP App.

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.

AACAP Contact Information
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