Instructions for Institute Sessions

**Important Note to Institute Chair(s):** The Meetings Department sends this information to session Institute chair(s) only with the understanding that the chair(s) will appropriately distribute these instructions to all co-presenters.

Institute sessions focus on “how to do it” with respect to clinical problems, academic areas, or a blending of the two. Institutes have 6 hours of content and designed for attendees who wish to be taught a comprehensive and authoritative overview of a topic area. Attendees pay extra for Institute tickets.

### Important Deadlines

In order for the Institutes Subcommittee to have adequate time to compile all of your materials, look over the slides, and make sure they are CME acceptable, take note of the following important due dates.

- **Wednesday, July 1, 2020** – AV Requests (via online speaker form).
- **Wednesday, July 8, 2020** – Materials to Institute Chair for review.
- **Wednesday, July 15, 2020** – Materials for Institute Notebook to AACAP including PowerPoint slides, learning objectives, disclosures, Institute questions, annotated bibliography, and any articles to be printed with your presentation with copyright permission.

### Institute Notebooks

- **Chair**: Submit your Institute’s presentations – formatted for publication – no later than Wednesday, July 15. This may seem very far in advance of your presentation; however, all materials must be assembled by the Institute chair, then reviewed and approved by our Institutes Subcommittee, and then formatted by AACAP staff.
- **Presenters**: Upload materials no later than Wednesday, July 8 to give your Chair time to review your notebook materials.
- Presenters will be able to upload Institute materials to AACAP’s online submission system. More information on this system will be sent in June.
- Institute notebooks will be provided in print and electronic versions (posted on a secure website for Institute registrants to download).
**Presentation Guidelines**

The Program Committee recommends engaging the audience in ways that enhance the didactic lecture. Not all of these lend themselves to an Institute, but we provide some suggested techniques for active engagement of the audience:

- Include quizzes (AACAP offers an audience response system with attendees’ using their cellphones)
- Engage a panel of presenters in a surprise case discussion
- Interview a learner
- Play music or video clips
- Link visuals with text
- Utilize a team-based learning approach
- Include stories and real-life cases
- Consider having round tables and including moderated table discussions
- Plan to present the program from the middle of the room
- Engage the audience every 5 minutes
- Include a debate
- Encourage social media posts about lessons learned
- Get the audience up and moving
- Create a word cloud with the audience
- Vary presenters frequently
- Incorporate a competition in the audience.
- Use a talk show format
- Other: Be creative!

**Slides**

- All PowerPoint presentations are thoroughly reviewed by the Institute Subcommittee and Meetings and CME Department for clarity, comprehension, and formatting.
- It is imperative for speakers to submit their slides in the form of a PowerPoint presentation (not a PDF) for a convenient and intuitive review and editing process.

**Slide Maximum**

One slide per minute of your talk. Keep in mind that your slides must be detailed enough to stand alone as people refer back to Institute notebooks and some people buy them without attending the session. Please adhere to the following guidelines when creating your slides:

- **Order of slides:**
  - **1st slide:** Title of talk, your name, and affiliation (affiliation logo may appear on the title slide only).
  - **2nd slide:** Disclosures of commercial interests as well as any off-label medication uses in your presentation.
    - If you have no conflicts, state “No conflicts of interest with commercial interests.” See below for more information on AACAP’s disclosure policies.
  - **3rd slide:** 3-5 brief learning objectives of your presentation - put all in one slide.
- **Content slides:** Body of presentation - maximum 1 slide per minute of your talk.
- **Second-to-last slide:** Clinical relevance of the information presented.
- **Last Slide:** Summary slide.
- **References:** An optional slide listing all references used in your presentation.
• 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 Times New Roman, 12-point font. To insert your header, go to: View/Master/Handout Master.
• Generic names must be used for medications (with trade name in parenthesis).
• Use large fonts that can be read easily when printed two slides to a page, and can be seen from the back of the room (minimum Times New Roman, point size: 32).
• DO NOT include copyrighted cartoons/pictures/images. AACAP staff will delete them from your slides.
• DO NOT put blurry scanned pages from journals in your slides.
• Only use official abbreviations, and when using an abbreviation, make sure to spell out the entire word, or term, the first time it is used in your presentation. A list of the most common abbreviations and acronyms can be reviewed here.
• Institute notebooks are printed in black and white. Please use patterns to differentiate charts or graphs rather than color.
• You can review a sample slide presentation at the end of this document.

Institute Questions
• 5 Institute Questions with Answer Key: Multiple choice only; each question must have only one correct answer.
• A well-written question is one that the attendee can answer without having to look at the answers. To do that, keep these rules in mind:
  o Do NOT include a question that is Which of the following is true or Which of the following is false. We will be asking you to rewrite these types of questions.
  o Stems should be a complete sentence or question. For example, avoid stems such as, "ADHD is..." This is unfocused and not a complete sentence or question.
  o Stems should be stated positively, asking for a correct answer, not a "wrong" answer. Avoid words like except, not, least, and never that suggest a negative stem.
• Do NOT use answers such as All of the above, None of the above, or Both A and C.
• Do NOT include fill in the blank questions.
• Avoid imprecise terms like seldom, usually, sometimes, occasionally, rarely, few, many.
• Answers should follow a logical order - dates should be chronological, numbers typically smallest to largest, the first word should be alphabetized, and options do not overlap (i.e., avoid answers such as 1-5%, 5-10%, 10-15% - these answers overlap).
• Please double check your answer key to be sure that the correct answer is selected.

Annotated Bibliography
• Include 3-5 references in your annotated bibliography.
• All references should be AMA style.
An annotated bibliography includes a brief description of the summary of the citation. For example:


This article reviews developmental considerations related to preschool psychopharmacological treatment, presents current evidence bases for specific disorders in early childhood, and describes the recommended algorithms for medication use.

**Additional Presentation Materials**

- If you wish to include an article, **copyright permission is required!**
- A letter or statement from the publisher or copyright holder indicating permission to reproduce up to 1,000 copies for inclusion in our notebooks must be sent to AACAP. The actual number of copies required for your institute will likely be fewer.
- Any article lacking reprint authorization cannot be published. This includes AACAP Practice Parameters/Clinical Practice Guideline/Clinical Practice Updates and articles from *JAACAP* (see information below). Costs associated with obtaining permission to reprint an article are the responsibility of the presenter. Permission is not required to reprint articles from *AACAP News*.
- To request permission to reprint content from *JAACAP* (including AACAP Practice Parameters), visit [www.jaacap.org](http://www.jaacap.org) and click on the Rights/Permissions link in the Article Tools menu to open a prepopulated form directly from the article page. Once permission has been obtained, download the article directly from the website and provide unaltered in your notebook submission. Permission to reprint the material must accompany your notebook submission. More information can be found at [www.jaacap.com/content/permission](http://www.jaacap.com/content/permission).
- When including articles, please make sure to submit a PDF.

**Final Notebook Materials are due to AACAP by Wednesday, July 15**

**Disclosure of Affiliations**

Disclosure of conflict of interest and affiliations is an important and serious matter.

- **Disclosure is required** and considered to be an obligation of all attendees who present at the Annual Meeting.
- Full disclosure is a requirement of AACAP and our accrediting institution, the Accreditation Council for Continuing Medical Education (ACCME).
- The Program Committee and CME Committee monitor disclosures during the meeting.
- Failure to disclose is construed to be an ethical violation that will result in disciplinary action by AACAP’s Program Committee and CME Committee.
- BEFORE beginning your presentation, you have a duty to disclose:
  - Any commercial interest, financial, or other affiliations. The ACCME defines a commercial interest as any entity producing, marketing, re-selling, or distributing health care good or services consumed by, or used on, patients. The ACCME does not consider providers of clinical service directly to patients to be commercial interests.
Any off-label medication uses recommended.

Disclosure must be made:

- In writing and in advance to AACAP.
- On the first content slide in a presentation.
- Verbally at the beginning of each presentation.

Use of the Standard Disclosure Format is required.

- Presenters are required to use AACAP’s 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: http://www.aacap.org/AnnualMeeting-2020.

When in doubt, report!

- When there are no affiliations, this should be indicated on a slide and verbally.
  - 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 disclosures were not submitted to AACAP in response to the Call for Papers, or if there has been a change to your disclosure, email appropriate information immediately to AACAP at meetings@aacap.org.

Audiovisual

- An Institute session is equipped with a standard AV package that includes: LCD projector and (2) screens, cables to connect to a standard PC computer, podium, and podium mic. A laptop is not provided.
- If you need any additional AV equipment in your meeting room, you must submit a request to AACAP via online form. The link to your program’s request form is provided in the acceptance email that the chair received from AACAP.
- The session chair(s) will need to coordinate with presenters and bring a laptop to use during the entirety of the presentation. 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 presentations 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 AV request form should be completed by the chair no later than Wednesday, July 1*

Recording

- AACAP records all Institute presentation audio synced with slides at the Annual Meeting.
- AACAP sells the recordings to individuals after the meeting as well as may repurpose content for future programs.
- All presenters should have completed the Audio Recording Permission Form during the Call for Papers.

Registration

- Presenters must pay registration fees for AACAP’s Annual Meeting, either online or by mail, starting in August 2020.
• The only exception are presenters who are not psychiatrists; these presenters still need to register but will be charged a lower presenter non-psychiatrist registration rate.

**Non-Member Presenters Travel and Reimbursement**

• AACAP will support travel expenses for up to two non-members, non-child psychiatrist presenters, chosen by the Institute chair.

• Claimed expenses can be:
  - A round-trip domestic airline ticket purchased at least 21 days in advance through our designated travel agency (or ground transportation)
  - Up to two nights lodging at AACAP’s current group rate
  - Up to $75 U.S. per day for meals

• Receipts are required for reimbursement.

• Unusual requests, such as foreign travel, must be pre-approved by AACAP.

**Honoraria**

• Honoraria for an Institute Chair is $1,500 U.S.; this amount is split for co-chairs.

• Each chair is expected to give a presentation.

• Presenters receive honoraria of $750 U.S. for each standard 1-hour presentation; this amount is split for co-presenters.

• **You must submit a W-9 to AACAP to receive this honorarium.**

**Travel and Hotel Reservations**

• All presenters are responsible for booking their own travel and hotel arrangements for the Annual Meeting.


**Scheduling**

• Your Institute may be scheduled any day from October 19-24, 2020.

• A preliminary schedule of presentations will be posted on our website— please check [www.aacap.org/AnnualMeeting-2020](http://www.aacap.org/AnnualMeeting-2020) 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 AACAP immediately.

**Publications**

• Information about your Institute will be published in a variety of places.

• Please inspect the online Program Schedule, and report errors in names, titles, and other information to AACAP’s Meetings Department at meetings@aacap.org.

• Errors not reported may be printed in the *Program Book* and other materials.

**Speaking**

• Speak loudly, clearly, slowly, and into the podium microphone.

• Roughly, 20% 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.
Onsite

- Arrive at least 15-30 minutes before your session begins.
- A volunteer monitor will be present to help you with lights, AV equipment, handouts, and reporting problems to AACAP.
- Monitors will take attendance and report to AACAP if appropriate disclosure guidelines were followed.

AACAP Contact Information
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