Instructions for Workshop Sessions

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

Due to a Virtual Annual Meeting format, Workshops will be a 3-hour live stream session at a specific day and time. The live streaming session will take place during the week of October 19-24.

It is recommended that the didactic, lecture-style presentation portion of the presentation use slides. While slides are not required, if slides are used, there are ways to make both the slides and discussion portions interactive and engage the audience in a virtual way. See details below for suggestions.

Workshops are designed to provide instruction on treatment, research method, delivery, or organization of services, and designed to encourage discussion in a small group. Active audience participation utilizing options such as break out rooms, chat features, and polling is essential. Attendees pay extra to participate. Workshops could have a maximum of 30 participants.

**Important Deadlines**

- **October 9** – If using PowerPoint slides, upload to AACAP’s website.
- **September**–Early October – Participate in a mandatory “dress rehearsal” to review live streaming via Zoom for your session. AACAP will contact you to schedule the date.
Scheduling

• Your Workshop presentation will be live streamed the week of October 19-24.
• The live streaming schedule will be posted on our website—please check [www.aacap.org/AnnualMeeting-2020](http://www.aacap.org/AnnualMeeting-2020) for your session 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.

Live Streaming Session

• You will host a live streaming session via Zoom to present your material.
• The structure can be presented in a variety of ways:
  o A chat feature can be enabled to allow attendees to ask additional questions to speakers and attendees during your workshop.
  o You may create break out rooms with specific speakers or about specific topics.
  o You may use real-time polling as a way for speakers to ask questions to get the discussion going.
• The Program Committee recommends these suggested techniques for additional audience engagement:
  o Include stories and real-life cases
  o Play music or video clips
  o Link visuals with text
  o Encourage social media posts about lessons learned
  o Be creative!
• Technical support will be available for you and the attendees during this time.

Slides

• PowerPoint presentations are recommended, but not required.
• If you use slides, it is strongly suggested that they be uploaded to AACAP’s website for attendees to access. Slides will be due October 9. Email instructions on how to upload materials will be sent to you.

Slide Format for a Virtual Presentation

Doing what you have always done may not apply in a virtual format. Take a step back and think about what message you want the attendee to get from your presentation. Well-organized slides become a focal point for the attendees.

1. **Keep it simple**
   The main points and purpose of each slide should be easily identifiable with the details filled in by the presenter’s verbal teaching.

2. **Use colors effectively**
   Keep slides colorful and use graphics/photos as much as possible.
   Light colors can easily wash out online. Stick with high-contrast color designs and avoid using subtle tone variations that can be difficult for virtual audiences to see.

3. **Minimize the use of transitions and animations**
   Since virtual presentations are transmitted through the internet, depending on the quality of the connection, slide animations and transitions can affect lag time or produce audio-visuals not in sync. It is suggested to minimize these to avoid presentations streamed choppy to the audience.

4. **Tell a story or include case studies**
For virtual presentations you need to capture the attention of the audience without the use of body language. Presenting your messages with the aid of cases or stories will keep your audience attentive.

5. **Size of slides** – craft your slides in 16x9 (rather than 4x3) as this size displays better virtually.

- **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.

- Generic names must be used for medications (with trade name in parenthesis).
- DO NOT include copyrighted cartoons/pictures/images.
- 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](#).

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**If using slides, they should be uploaded to AACAP’s website by October 9.**

### Disclosure of Conflict of Interest and Affiliations

- **Disclosure is required** of all Annual Meeting presenters.
- BEFORE beginning your presentation, you have a duty to disclose:
  - Any commercial interest, financial, or other affiliations. *The Accreditation Council for Continuing Medical Education (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 (in the Call for Papers).
  - On the first content slide in a presentation if using slides.
  - Verbally at the beginning of each presentation.
- Use of the Standard Disclosure Format is **required**.
  - The standard slide is available at: [www.aacap.org/AM20DisclosureSlideSample](http://www.aacap.org/AM20DisclosureSlideSample). If slides are not used, verbal disclosure is acceptable.
  - **When in doubt, report!**
- **When there are no conflicts of interest or affiliations, this should be indicated on a slide and verbally.**
The reporting time frame is 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.

If there has been a change to your disclosure, email appropriate information immediately to AACAP at meetings@aacap.org.

Recording Permission

- AACAP will be recording Workshops at the Annual Meeting.
- AACAP also sells the recordings to individuals after the meeting as well as may repurpose content for future programs.
- All presenters will need to complete the Recording Permission Form, which you will receive via email.

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.

Publications

- Information about your Workshop will be posted 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.

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