INSTITUTES AT-A-GLANCE

Please note that these three sections are just HIGHLIGHTS of your responsibilities as an Institute presenter. Please click on the hyperlinks for more information about each section.

**Important Deadlines**

- **July 12, 2016** – Materials due to Institute Chair for review
- **July 21, 2016** – Materials for Institute Notebook due to AACAP (includes: PowerPoint slides, learning objectives, disclosures, Institute questions, annotated bibliography, and any articles to be printed with your presentation)
- **August 12, 2016** – AV Requests due (via online speaker form)

**Slides**

Max. 60 slides per presentation; in presentation order. You realistically only have time for about 45 slides. 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. All slides must be in the following order:

- 1st slide: Title of talk, your name, and affiliation.
- 2nd slide: Disclosure slide. **WE TAKE DISCLOSURE SERIOUSLY!**
- 3rd slide: 3-5 brief learning objectives of your presentation (put all on one page).
- 4th slide: Body of Presentation: Submit PowerPoint slides; *do not convert to a .pdf file.*
- Second-to-last slide: Information that addresses the clinical relevance of the information presented.
- Last Slide: Summary slide for your presentation.
- Five Institute Questions with Answer Key: Multiple choice only; each question must have exactly one correct answer.
- Annotated Bibliography (3-5 items). All references should be AMA style.
- Any article you wish to include.

**Registration, Honoraria, Scheduling, and Travel**

- Presenters must pay [registration fees](#) for AACAP’s Annual Meeting.
- AACAP will support travel expenses for up to two nonmember, non-child psychiatrist presenters, chosen by the Institute chair.
- [Honorarium](#) 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. Honoraria received from AACAP must be included on your disclosure slide.
- Your Institute may be scheduled any day between October 24-29, 2016.
- All presenters are responsible for booking their own [travel and hotel](#) arrangements.
INSTRUCTIONS FOR INSTITUTE SESSIONS

Important: As chair of this presentation, you are the only person to receive this information. Please share it with all of your co-presenters.

Institute sessions focus on “how to do it” with respect to clinical problems, academic areas, or a blending of the two. Institutes are 6-8 hours and designed for attendees who wish to be taught a comprehensive and authoritative overview of a topic area. Attendees pay extra for Institute tickets.

Institute Notebooks

- **Chair**: Submit your Institute’s presentations – formatted for publication – no later than **Thursday, July 21**. 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 **Tuesday, July 12** to give your Chair time to review your notebook materials.

All Institute presenters will be able to upload Institute materials to AACAP’s online submission system, which eliminates the need to send large files via email. More information on this system will be sent in June.

Institute notebooks will be posted on a secure website for Institute registrants to download. AACAP will still provide printed notebooks, but it is our hope that some attendees will only need the electronic version.

Presentation Guidelines

**NOTE**: A sample slide set can be viewed at: www.aacap.org/AnnualMeeting/2016.

Slides must be in the following order:

- **1st slide**: Title of talk, your name, and affiliation
- **2nd slide**: Disclosure statements: Include disclosures that you listed on your Disclosure Statement (commercial/financial conflicts of interest) as well as any off-label medication uses you recommend in your presentation. If you have no conflicts, state “No conflicts of interest or disclosures.” You should list honoraria and/or travel support that you receive from AACAP on this slide. See below for more information on AACAP’s disclosure policies.
- **3rd slide**: 3-5 brief learning objectives of your presentation: Put all on one slide.
- **4th slide**: Body of Presentation: Submit PowerPoint slides; do not convert to a .pdf file.
  - Max. 60 slides per presentation; realistically you will only have time for 45 slides.
  - Generic names must be used for medications.

**Important Deadlines**

Each Institute Notebook takes weeks to prepare. This is one of the most time-consuming projects that AACAP completes and is printed before the Annual Meeting. In addition, the Institutes Subcommittee reviews all notebook materials and may give suggestions for improvement. In order for AACAP 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.

- **July 12, 2016** – Materials to Institute Chair for review
- **July 21, 2016** – Materials for Institute Notebook to AACAP (includes: PowerPoint slides, learning objectives, disclosures, Institute questions, annotated bibliography, and any articles to be printed with your presentation)
- **August 12, 2016** – AV Requests (the on-line speaker form)
Include all of your slides in the handout, in presentation order (Attendees do not like copying down that which could have been printed or shows up later on in slides.)

- Use large fonts that can be read easily when printed three slides to a page, and can be seen from the back of the room. (Min. Times New Roman point size: 32)
- **DO NOT** put fuzzy scanned pages from books in your slides.
- **DO NOT** recycle old slides that seem to have no relevance to the presentation.
- 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.
- Institute notebooks are printed in black and white. When sending your PowerPoint to AACAP for print, use patterns to differentiate charts or graphs. You can add these effects back into the PowerPoint which you plan to use for your presentation.
- We have included a sample presentation. Please call 202.966.7300, ext. 2006 if you have trouble with formatting.

- **Second-to-last slide:** Information that addresses the clinical relevance of the information presented.
- **Last Slide:** Summary slide for your presentation.
- **5 Institute Questions with Answer Key:** Multiple choice only; each question must have exactly one correct answer. Avoid the following in writing questions/answers:
  - The answer cannot be "All of the above," "None of the above," or "Both A and C."
  - Do NOT include fill in the blank questions.
  - Stems should be stated positively, asking for a correct answer, not a "wrong" answer. Avoid words like EXCEPT, NOT, LEAST, NEVER that suggest a negative stem.
  - Avoid imprecise terms like seldom, usually, sometimes, occasionally, rarely, few, many.
  - 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.
  - Answers should follow 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 overlap.)
  - Please double check your answer key to be sure that the correct answer is selected.

- **Your annotated Bibliography (3-5 items):** All references should be AMA style. An annotated bibliography includes a brief description of summary of the citation. For example:


  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.

- **Any article you wish to include**, in good condition to be photocopied. 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 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).

- **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 Time New Roman 12-point font (go to: View/Master/Handout Master to insert the headers.)
- **Do NOT** number pages or include a footer (AACAP will number the entire Notebook.)

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.

Your entire Institute Notebook (objectives, slides, annotated bibliography, Institute questions) should be no more than 200 pages.
2. Disclosure of Affiliations – WE TAKE THIS SERIOUSLY!

- 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 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 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 off-label medication uses recommended.
  - Any commercial, financial, or other affiliations.
- Full disclosure is a requirement of AACAP and our accrediting institution, the Accreditation Council for Continuing Medical Education (ACCME).
- Disclosure must be made:
  - In writing and in advance to AACAP.
  - On the first content slide in a presentation, if slides are used.
  - 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: www.aacap.org/AnnualMeeting/2016.
- When in doubt, report.
  - When there are no affiliations, this should be indicated on a slide (if used) 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 the response to the Call for Papers, or if there has been a change to your disclosure, email appropriate information immediately to AACAP.

3. Audiovisual

In order to have 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. AACAP will pay for AV equipment, but we urge you to coordinate with your co-presenters to order only what is necessary. AV equipment rental at the hotel is tremendously expensive and a large portion of registration fees is devoted to the expense. You will need 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 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 Friday, August 12.

4. Audio Recording

AACAP audio records all Institute presentations at the Annual Meeting and sells the audio recordings to individuals after the meeting. All presenters should have completed the Audio Recording Permission Form during the Call for Papers. If you have not already completed the Audio Recording Permission Form, please contact AACAP.

5. Registration

Presenters must pay registration fees for AACAP’s Annual Meeting, either by mail, fax, or the website starting in August 2016. The only exception are presenters who are not psychiatrists - these presenters 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.

6. Non-Member Presenters Travel and Reimbursement

AACAP will support travel expenses for up to two non-member, 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 group rate of $226/night, and 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. Travel support received from AACAP must be included on your disclosure slide.

7. Honoraria
Honoraria for Institute Chairs 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. Honoraria received from AACAP must be included on your disclosure slide. You must submit a W-9 to AACAP in order to receive this honorarium.

8. Travel and Hotel Reservations
All presenters are responsible for booking their own travel and hotel arrangements for the Annual Meeting. Reservations at the New York Hilton Midtown and the Sheraton New York Times Square will be available at AACAP’s group rate starting June 15, 2016. Visit www.aacap.org/AnnualMeeting/2016 for more details.

9. Scheduling
Your Institute may be scheduled any day from October 25-29, 2016. The Institute will be 6 to 8 hours long and will have one and a half to two hours of breaks. A preliminary schedule of presentations will be posted on our website June 15th – check www.aacap.org/AnnualMeeting/2016 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. Presenters are expected to stay for the entire duration of the Institute in order to answer questions pertaining to their presentations.

10. Publications
Information about your Institute will be published in multiple places including, but not limited to 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 and on the mobile 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 Registration Magazine to AACAP. Errors that are not reported may be repeated in the Program Book and Book of Scientific Proceedings.

11. Speaking
Speak loudly, clearly, slowly, and into the podium microphone. 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.

12. Onsite
Arrive at least 15 minutes before your session begins. A volunteer monitor will be present to help you with lights, AV equipment, handouts, and reporting problems to AACAP. In addition, they will take attendance, report to AACAP if appropriate disclosure guidelines were followed, and distribute and collect evaluations.

13. 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. If you have any questions regarding CME, contact Elizabeth Hughes, Assistant Director of Education and Recertification, at 202.966.1944, or ehughes@aacap.org.

14. 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.

15. 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, contact Alan Ezagui, Deputy Director of Development at 202.587.9661 or aezagui@aacap.org. All support of AACAP Annual Meeting programs must be coordinated through AACAP’s Development Department.
16. 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.

17. Evaluations
Please announce at the beginning and end of your Institute that it is extremely important for 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 Annual Meeting App.

18. 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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SAMPLE REPRINT AUTHORIZATION LETTER

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Dear Editor:

I would like your permission to reproduce ______ copies* of the following article (s) to be used for educational purposes:

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I am presenting a lecture for an Institute at the Annual Meeting of the American Academy of Child and Adolescent Psychiatry, October 24-29, 2016. I would like to include this article in the syllabus given to the attendees of this Institute. Please be kind enough to mail or email your permission, if granted by (date). My email address is ______________.

Thank you very much for your consideration.

Sincerely,

_________________________

Permission is granted: _______________________________(signature)
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(* AACAP can give you an estimated maximum attendance in June. Please call or email.)