Instructions for Workshop Sessions

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

Workshop sessions are 3 hours and designed to provide instruction in a particular clinical, research, or other technique for debate or discussion among a small audience of no more than 30 attendees who purchase tickets for admission.

**1. Handouts**

Handouts are **required** for Workshops and are reimbursed by AACAP up to $75 U.S. per Workshop. Receipts are required for reimbursement. Please submit the Workshop Handouts Reimbursement Form by **November 15, 2013**. Handouts should be easy to read and presenters should go over the handouts during their presentations. Attendees prefer you to include your full contact information, including email addresses. Attendees also prefer that the slides are in the same order in the presentation and the handout.

**2. Slides**

**Presenters will be able to upload their presentations and/or handouts to a central AACAP website** that can be accessed by all registered attendees before, during, and after the Annual Meeting both online and via the Annual Meeting Mobile App. Look for an email from AACAP in August with more details about how to upload your presentation. **We strongly encourage you to upload presentations as it enhances attendee learning.** Attendees’ number one complaint last year was that speakers didn’t upload their presentations. In honor of AACAP’s 60th Anniversary, please take a minute at the beginning of your consultation to reflect back on the field.

Below are guidelines for your slide presentation:

- Every year, attendee evaluations repeat the same complaints about slides. Please avoid these hard-to-read elements on your slides:
  - Small fonts – minimum size is Times New Roman, size 32
  - Recycled old slides that seem to have no relevance to the presentation
  - Hard to read scanned-in images or pages
- **When presenting about a medication, you must use the generic name.**
- **You must include a disclosure slide as the second slide of your presentation.** If you have no conflicts, please write “No conflicts of interest or disclosures.” Please see #3 below for disclosure information.
- Toward the end of your presentation, please include at least one slide that addresses the clinical relevance of the information presented. Also, please include a summary slide for your presentation.
3. Disclosure of Affiliations – WE TAKE DISCLOSURE SERIOUSLY!

- Disclosure of real, potential, or perceived 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 the AACAP Program Committee and CME Committee.

- BEFORE beginning your presentation, you have a duty to disclose:
  - Any off-label medication uses recommended.
  - Any real, potential, or perceived 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 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/2013.

- 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.

4. Audiovisual

In order to have audiovisual equipment in your meeting room, you must submit a request to the AACAP Meetings Department through their 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 your audiovisual equipment, but we urge you to coordinate your efforts among your co-presenters and order only what is necessary. Audiovisual 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 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 rehearse. **The online form should be completed by the chair no later than Friday, August 16th.**
5. Scheduling
Your Workshop may be scheduled anytime from October 22-27, 2013. The presentation will be three hours long. A preliminary schedule of presentations will be posted on our website on June 17th – please check this site at www.aacap.org/cs/AnnualMeeting/2013 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.

6. Registration
Presenters must pay registration fees for the AACAP Annual Meeting, either by mail, fax, or the website starting in August 2013. 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.

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. Reservations at the Walt Disney World Dolphin Hotel will be available at AACAP’s group rate starting on June 17, 2013. Visit www.aacap.org/cs/AnnualMeeting/2013 for more details.

9. Publications
Information about your Symposium 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.

10. 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. Should you need additional assistance in refining your presentation skills, please attend the session entitled Presentation Skills: Practical Training to Make You a Better Public Speaker and Presenter on Tuesday, October 22, 2013.

11. 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.

12. 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.
13. **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 or on the AACAP 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*.

14. **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.

15. **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.

16. **Evaluations**
Please announce at the beginning and end of your Workshop that it is extremely important for attendees to fill out their evaluations. Without evaluations, AACAP can not 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 Mobile App.

17. **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.

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**AACAP Contact Information**
American Academy of Child and Adolescent Psychiatry
3615 Wisconsin Avenue, NW
Washington, DC 20016-3007
Tel: 202.966.7300, ext. 2006
Fax: 202.966.5894
Email: meetings@aacap.org
Web: www.aacap.org
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 15, 2013. Questions? Meetings Department at 202.966.7300, ext. 2006 or meetings@aacap.org.

Workshop Name:_______________________________________________________________

Chair Name:___________________________________________________________________

(only Workshop Chairs can claim reimbursement)

Address to send reimbursement check:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Phone:_____________________________ Email:_____________________________________

Please attach original receipts:

For AACAP Office Use Only

Amount to be reimbursed:________________________________

Account Code:___________________________________________

Approval Signature:_______________________________________