



Symposium Guidelines

Deadline Date Extended: March 25, 2024

Presenters are required to attend and present in person.

Before submitting your application, please reference the grid on your [Submissions Dashboard](#) to note the difference between an AAAP Symposium and Workshop. Please select the appropriate application for your presentation. Applications for AAAP's 2024 Workshops, Papers, Posters, Film and Media Workshop and Case Conference will be available soon.

To view how to navigate the Joyn Submission System, please reference the [AAAP Annual Meeting Submission Instructions](#)

Symposium Overview:

- Present and highlight new research and scientific developments in the treatment of patients with addictions, substance use disorders, and co-occurring psychiatric conditions, providing learners with resources to take back to their clinical practice.
- A symposium is a didactic session.
- The submission is open to AAAP members, clinicians, researchers, health professionals, and students.
- The total number of submissions accepted is three to four.
- Allotted no more than two hours total time consisting of:
 - 3 – 4 presenters/presentations for no more than 90 minutes total
 - At least 30 minutes for audience Q and A. *Note: Adequate time for Q and A is required for CE accreditation.*
 - All presenters are expected to present in person in Naples, Florida, November 14-17, 2024.

Symposium Chairperson:

Each symposium will have one designated Chairperson who will be the main point of contact for AAAP and who is responsible for the following:

- Ensure each presenter meets all deadlines and requests from AAAP staff in a timely manner.
- Verify that the presentation includes the disclosure slide provided by AAAP.
- Confirm that all presenters adhere to the [Standards for Integrity and Independence in Accredited Continuing Education](#) and related AAAP policies, including that the symposium:

1. Presents learners with only accurate, balanced, scientifically justified, evidence-based recommendations;
 2. Has learners' and patients' best interests in mind;
 3. Is absent of any promotion, marketing, or commercial tendency.
- Confirm that each presenter can be present in Naples, Florida, for the live presentation on November 14-17, 2024.
 - Confirm that all presenters secure hotel and travel by September 1, 2024 (if applicable).
 - Make sure all presenters register for the conference by September 1, 2024. *NOTE: One-day registration is available for non-AAAP members who are presenting.*
 - Additional Symposium Chairperson expectations for during the conference will be provided if your symposium is accepted.

Submission Process:

- **Funding:** In the disclosure section of this application, you must disclose any funding received for developing the symposium and its content (if applicable).
- **Requirement for submission:** The Symposium Chairperson is responsible for completing and submitting the final symposium submission. This would include confirming all presenters, moderators, and discussants have completed their submission forms.
- **COI:** The Symposium Chairperson ensures all presenters have completed and submitted a Conflict of Interest (COI) form BEFORE the application is reviewed for preliminary acceptance by the AAAP Scientific Program Committee (SPC). Individual presenters will receive an email from annual-meeting@aaap.org with instructions on completing their COI form.
- **After you submit this application**, you will receive a confirmation email from annual-meeting@aaap.org. After checking your junk folder, if you cannot locate this email or have any questions about completing this application, please email annual-meeting@aaap.org.
- **Evaluation of Submissions:** Each submission will be scored and ranked by the Scientific Program Committee (SPC) and reviewed by the SPC COI Workgroup.

Acceptance of Submissions: The Chairperson must confirm preliminary acceptance via the instructions received via email.

- **Step 1:** Preliminary acceptance indicates progression to the next level of review and is contingent upon EVERYONE involved in the planning, content development, or presenting of the symposium disclosing all financial and/or professional relationships with commercial interests or advocacy groups.
- **Step 2:** Final acceptance is contingent upon receiving and approval of drafted presentation materials by **August 12, 2024**.
- **Step 3.** Final presentation materials are due by **September 20, 2024**.
 - **After the final presentation submission, only minor grammatical edits will be made, given the COI approval.**