



Poster Submission Guidelines

Deadline: July 22, 2024

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

Poster Overview:

- To briefly present research findings and data from clinical experiences. Describe a relevant topic with clear, measurable learning objectives aligned with the desired change.
- This poster is a didactic session.
- The submission is open to AAAP members, clinicians, researchers, health professionals, and students.
- The total number of submissions accepted is unlimited.

Poster submissions should be organized under the following headings:

- **Summary:** Provide a summary describing the poster.
- **Background:** Describe the relevance of the topic.
- **Educational Learning Objectives:** Learning objectives should be clearly stated, measurable, and aligned with desired change.
- **Methods:** Provide a description of the methods used: study design, setting, population, measures, and analytic procedures.
- **Results:** Describe the results to support the conclusions.
- **Conclusions:** State the implications of the findings for clinical practice, research, education, and/or policy.
- **Scientific Findings:** Provide the scientific significance of your findings.
- **Presenters:** Identify the presenter (including planners and developers) involved in preparing your presentation.

Content that has been published or accepted for publication either in article or abstract form prior to the submission deadline will not be eligible for review. Posters under review at the time of the submission deadline but have not yet been accepted for publication, even if appearing before the meeting, are eligible for presentation.

Limit of two (2) poster submissions per person.

Posters are displayed during the conference. You may be invited to host an informal discussion about your work. All accepted poster proposals that are presented at AAAP's Annual Meeting and Scientific Symposium will be eligible for abstract publication consideration in their final, accepted form in *The American Journal on Addictions (AJA)*, the flagship journal of AAAP. This will provide greater exposure for your research, particularly among mainstream media and in the broader scientific community. We encourage you to share this information with your institution as an additional potential promotional opportunity for your important work.

- The *AJA* is one of the benefits included with AAAP membership and is available via paid subscription for non-members.

Lead Presenter Responsibilities

- Ensure all deadlines and requests from AAAP staff are met in a timely manner.
- Verify that presentation materials include disclosure information as directed by AAAP.
- Confirm that all presenters adhere to the [Standards for Integrity and Independence in Accredited Continuing Education](#) and related AAAP policies, including the poster:
 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 the presenter can be present in Naples, Florida, for the live presentation on November 14-17, 2024.
- Make sure the presenter is registered for the conference by September 1, 2024.
- Confirm that the presenter has made their hotel and travel arrangements by September 1, 2024 (if applicable).
- Additional expectations for the conference may be provided if your submission is accepted.

Submission Process:

- **Funding:** In this application, you must disclose any funding received for the development of the Poster, and its content (if applicable).
- **COI:** Conflict of Interest (COI) forms must be completed by the chairperson and all presenters BEFORE the application is reviewed for preliminary acceptance by the AAAP Scientific Program Committee (SPC). The presenter will receive an email from annual-meeting@aaap.org with instructions on completing their Conflict-of-Interest form. The Poster Chairperson ensures all presenters have completed and submitted this form.
- **After you submit this application:** You will receive an email from annual-meeting@aaap.org confirming receipt. If you do not receive the email, please check your spam/junk folder. If you cannot locate this email, have any questions, or require more information about completing this application, please email annual-meeting@aaap.org.
- **Evaluation of Proposals:** Each proposal will be scored and ranked by the Scientific Program Committee (SPC) reviewers and then reviewed and selected by the entire SPC.

Acceptance of Submissions: The presenter is required to 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 all presenters involved in the planning, content development, or presenting of the poster 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 **September 1, 2024**.
- Final presentation materials are due by **October 1, 2024**.