



Case Conference Guidelines

Deadline: August 01, 2024

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

Case Conference Overview:

- To promote lively and thoughtful discussion regarding the clinical management of patients with substance use disorders.
- A compelling case that touches on numerous relevant and current issues in such management serves as the foundation for the discussion.
- This symposium is a didactic session.
- The submission is open to Trainees (Fellows, Residents, and Medical Students)
- One submission is accepted.
- Please Note In this application:
 - Trainees will only be required to submit a case outline and 3-4 questions to be posed to discussants.
 - The Scientific Planning Committee (SPC) will select the discussants and a moderator.
 - If the trainee has suggestions for potential discussants or a moderator, please include those in the submission and they may be considered in the SPC's ultimate selection.
- Allotted no more than 1 hour and 30 minutes consisting of:
 - The trainee will present the case in traditional case format (e.g.: Chief Complaint, History of Present Illness, Family History, Past Treatment, Hospital or Treatment Course, Follow Up if available) using PowerPoint slides. Case Conference workgroup representatives will work closely with the trainee to modify and refine the presentation.
 - Three or four discussants selected by the SPC will respond to the trainee's questions posed in the case presentation.
 - The moderator will moderate a question-and-answer period.

By completing this application, you understand and agree to the following if your application is approved:

- Ensure all deadlines and requests from AAAP staff are met in a timely manner.
- Verify that the presentation includes the disclosure slide(s) provided by AAAP.

- Adhere to the [Standards for Integrity and Independence in Accredited Continuing Education](#) and related AAAP policies, including the Case Conference:
 - Presents learners with only accurate, balanced, scientifically justified, evidence-based recommendations;
 - Has learners' and patients' best interests in mind;
 - 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.
- The conference registration fee will be waived.

Submission Process:

- **COI:** The Conflict of Interest (COI) form must be completed BEFORE the application is reviewed for preliminary acceptance by the AAAP Scientific Symposium Committee (SPC).
- **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 email 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) Case Conference Workgroup and reviewed and selected by the entire SPC.

Acceptance of Submissions:

- **Step 1:** The results of the review process will be provided to applicants in **mid-August 2024**. The Trainee is required to confirm acceptance.
- **Step 2:** Final acceptance is contingent upon receiving and approving final presentation materials by **September 20, 2024**.
 - **After the final presentation submission, only minor grammatical edits will be made, given the COI approval.**