

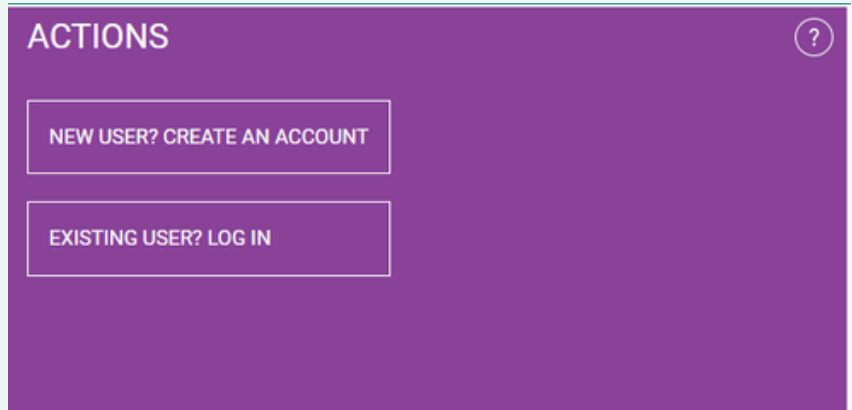
Submission Instructions

36th Annual Meeting and Scientific Symposium

Step 1. Start by visiting <http://aaap.societyconference.com/>

Step 2. Under ACTIONS
click either 'EXISTING
USER? LOG IN' or

'NEW USER? CREATE AN
ACCOUNT'



Step 3. Once logged in, the Submissions Card will appear (pictured below) click into Submissions and then you will see the details regarding all submissions.



Submissions

Step 4. Click on 'Access Submission Dashboard'.



Access Submissions Dashboard

CALL FOR ANNUAL MEETING SUBMISSIONS

We are excited to invite submissions for the upcoming 2025 AAAP Annual Meeting and Scientific Symposium scheduled to be held **November 6 - 9, 2025** in **San Francisco, California**.

Before submitting your application, please note the difference between an AAAP Symposium and Workshop. Please select the appropriate application for your presentation.

Presenters are required to attend and present in person.

Click here for the Submission Instructions

Type of Session	Symposium	Workshop	Film & Media Workshop	Case Conference	Paper Sessions	Posters
Submission Status:	Opens February 4, 2025	Opens March 3, 2025	Opens March 3, 2025	Opens March 3, 2025	Opens March 3, 2025	Opens March 3, 2025
Submission Deadline:	March 10, 2025	May 26, 2025	May 26, 2025	August 3, 2025	June 2, 2025	July 14, 2025
Submitter:	AAAP members, clinicians, researchers, health professionals, and students	AAAP members, clinicians, researchers, health professionals, and students	AAAP members, clinicians, researchers, health professionals, and students	Trainees (Fellows, Residents, and Medical Students)	AAAP members, clinicians, researchers, health professionals, and students	AAAP members, clinicians, researchers, health professionals, and students
Type:	Didactic Session	Interactive Session	Interactive Session	Didactic Session	Interactive Session	Didactic Session
Duration:	2 Hours	90 Minutes	90 Minutes	90 Minutes	8-10 Minutes Approx.	--
Number of Presenters:	3 to 4	1 to 3	1 to 3	1 plus Discussants	1	1
Total # of Accepted:	3 to 4	15 to 25	1 to 2	1	8 to 10	Unlimited
Primary Goal:	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.	Improve knowledge or competencies related to a specific topic by presenting a 90-minute interactive session. This may include presentations of up-to-date data with case-based examples, discussions, skill-building exercises, or other innovative techniques to promote participation.	To use film or media to enhance the teaching of Addiction Psychiatry. A compelling film or media presentation should promote lively and thoughtful discussion.	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.	To offer an opportunity to briefly present research findings and/or data on clinical experiences. These presentations are 8 minutes, followed by a 2-3-minute question and answer period. The aim is to provide a concise summary of the research findings and clinical experience data to the audience.	To briefly present research findings and data from clinical experiences. Describe a relevant topic with clear, measurable learning objectives aligned with the desired change.
Guidelines:	Symposium Guidelines	Workshop Guidelines	Film & Media Workshop Guidelines	Case Conference Guidelines	Paper Session Guidelines	Poster Guidelines

Step 5. Click on 'Start New Scientific Submission'.

Start a New Scientific Submission



Please select a submission type from the drop-down below and complete the associated form.

Submission Type

Step 6. Use the dropdown to select your submission type.

Poster
Symposium
Workshop

Step 7. After you select your 'Submission Type' it will take you to Step 1, and the following page will appear with a description and instructions. Be sure to read through these details carefully, as completing your submission means that you have read and agree to the terms and conditions.

Step 8. At the bottom of the page on question one you will see a set of questions. As Chairperson, you will enter the Submission Title and Category.

Please note: Once the title is entered, the title will automatically change to title case. You can ignore the auto title case by editing the title a second time.

Once complete, press 'Save and Continue'. Move to **Step 9** Below.

The screenshot shows a submission form for a symposium. At the top, there is a navigation bar with 'Return to Dashboard' and 'Submit Symposium'. Below this is a progress indicator with four steps: 'General' (1), 'Participants' (2), 'Submission' (3), and 'Disclosures' (4). A 'Save and Continue' button is visible. The main content area includes a 'Submission Type' dropdown menu set to 'Symposium'. Below this is a 'Symposium Description' section with a list of requirements. A 'Symposium Chairperson' section follows, detailing the responsibilities of the chairperson. A 'Submission Process' section outlines the steps from funding to final acceptance. At the bottom, there is a section for 'By completing the following submission form, I agree to the above terms and conditions.' with a '1' icon next to the 'Symposium Title' field, which contains the text 'Kamolat Test'.

By completing the following submission form, I agree to the above terms and conditions.

This detailed view shows the first two steps of the submission form. Step 1, 'Symposium Title *', includes a text input field containing 'Kamolat Test' and a character count of '138 of 150 characters remaining'. Step 2, 'Select Topic Categories *', includes a dropdown menu with the selected option 'Addiction- Substance Use Disorders: Identifying, Diagnosing, Treating, and/or Managing'.

Return to Dashboard Submit Symposium

General Participants Submission 3 Disclosures 4

Previous Save Participants Finalize Submission

Participants

In this section, you will add the presenters to your proposed symposium.

When adding presenters, please first use the search fields to identify presenter(s) who have an existing account (first and last). If your search results do not display the name of the person you are looking for, click 'Add a new account'.

NOTE: If the Symposium Chair (or Co-chair when applicable) is also presenting a "Session Topic", they

Please refer to the [Symposium Guidelines](#) for additional information.
Please refer to the [AAP Annual Meeting Submission Instructions](#) for additional information.

Step 9. Enter your participants by searching for them in the system first. If you cannot find them, you can add them manually by clicking **'Add a new participant'**.

	Abstract Admin	Submission Status
Chair* Jessica Lewiston jlewiston@parthenonmgmt.com <input type="checkbox"/> remove	<input checked="" type="checkbox"/>	In Progress
Presenter* <input type="text"/> Search for participant Cannot find the participant? Add a new participant.	<input type="checkbox"/>	In Progress
Presenter* <input type="text"/> Search for participant Cannot find the participant? Add a new participant.	<input type="checkbox"/>	In Progress
Presenter* <input type="text"/> Search for participant Cannot find the participant? Add a new participant.	<input type="checkbox"/>	In Progress Edit Not Started

If you would like to change a participant, you can click remove from this screen. This option will be available until submissions close.

You can also 'Edit Submission' for each presenter, if you need to add a bio or profile pictures on behalf of each presenter.

Notify me when each participant completes their submission.

Please note the text and icon to the right of each participant. As Chairperson, you can view the status of each presentation and disclosure by clicking these icons.



Once all presentations are 'Submitted' you will be notified to come back here as Chairperson and 'Finalize' the overall submission.

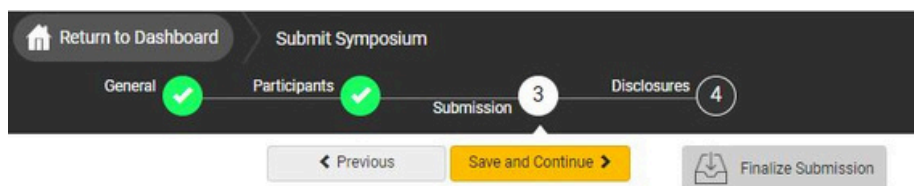
Creating Overall Submission - Chairperson

In Step 3 of the submission, as Chairperson you will enter an overall abstract for the entire presentation. Followed by the presentation description, where you will enter the titles and descriptions of each presentation.

Complete the remaining questions as instructed. When all questions are completed, please click 'Save and Continue'.

Participants will then be asked to go in and submit their own bios, headshots, and disclosures.

Please note: You will not be able to finalize the entirety of the submission until ALL participants complete their disclosures and short bios.



Helpful tips for copy and pasting:

Only copy and paste plain text into the below boxes. Graphs and charts are not permitted.

Review your text for embedded formatting such as line breaks. (Please avoid copying from a PDF document.)

Review your text for special characters to ensure they have copied over correctly.

Refer to the [Symposium Guidelines](#) for additional information.

Refer to the [AAAP Annual Meeting Submission Instructions](#) for how to submit.

1 **Summary ***

AAAP symposia highlight new research relevant to public health trends that impact patient care, patient outcomes, professional and or clinical practice gaps. In 250 words or less, please provide an overview of the symposium. Please include the context or background that frames your symposium topic and how the symposium will impact professional/clinical practice, research, and/or education relevant to Addiction Psychiatry.

250 of 250 words remaining

2 **Presentation Description ***

Provide titles and descriptions of each presentation that will make up the symposium. (Max 750 words)

750 of 750 words remaining

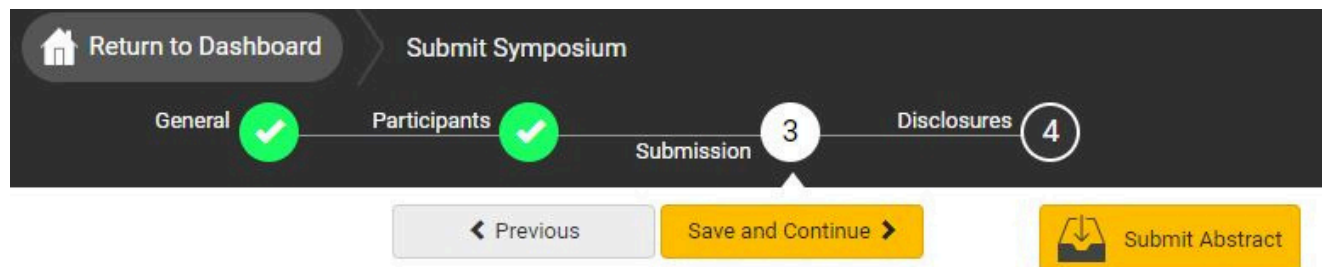
Learning Objectives

Learning objectives should be clearly stated, measurable, and aligned with desired change. Learning objectives should reflect the identified gaps in practice, and the expected outcomes of participation in the

Creating Overall Submission - Participants

As a participant, you will be asked to provide presentation title, a short bio, a profile image, and provide consent of release of rights.

Once complete, click 'Save and Continue' to move to Step 4 in the submission to complete your required disclosure.



Helpful tips for copy and pasting:

Only copy and paste plain text into the below boxes. Graphs and charts are not permitted.

Review your text for embedded formatting such as line breaks. (Please avoid copying from a PDF document.)

Review your text for special characters to ensure they have copied over correctly.

Refer to the [Symposium Guidelines](#) for additional information.

Refer to the [AAAP Annual Meeting Submission Instructions](#) for how to submit.

1 **Title ***

249 of 250 words remaining

2 **Bio ***

Enter a short bio that can be used in promotional materials. (Max 250 Words)

249 of 250 words remaining

3 **Profile Image ***

Submit a high quality digital photo. This will be added to your AAAP profile and used in promotional materials. (PNG, JPG, JPEG, GIF)

Upload ⓘ

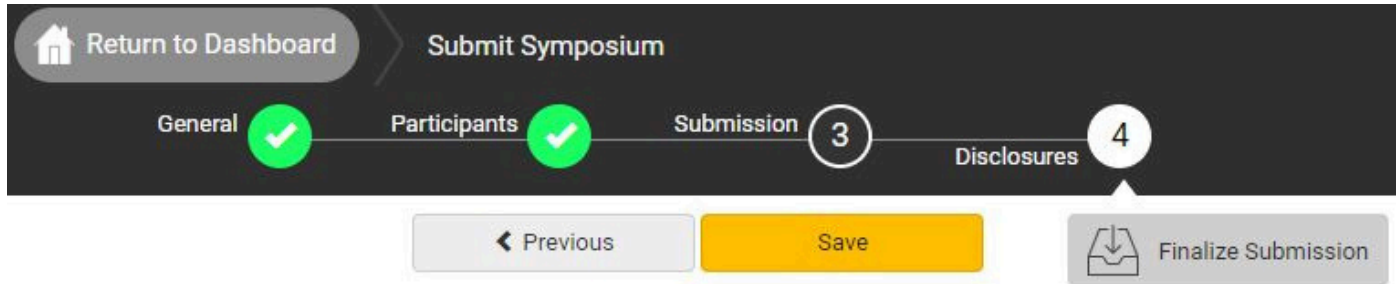
max file size: 8 MB

4 **Consent of Release of Rights ***

- The Symposium Chairperson will combine and organize each presenter's materials into one coherent symposium slide deck.

Completing Disclosure

The disclosure must be completed by ALL participants. You can access the disclosure by progressing through the submission naturally or by clicking 'Disclosures' at the top of the page.



Note: You have full disclosures on file. These disclosures have been copied below. Any updates will be reflected in your other submissions.

Why am I asked to complete this disclosure form?

You must answer all questions in order to move forward. Once you have completed the questions, please click 'Save' or 'Submit Abstract' to complete your submission.

ort of improving patient care, American Academy of Addiction Psychiatry is jointly accredited by the tation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy on (ACPE), and the American Nurses Credentialing Center (ANCC) to provide continuing education for lthcare team. We appreciate your help in partnering with us to follow accreditation guidelines and help te high-quality education that is independent of industry influence. Please visit [The ACCME Standards grity and Independence in Accredited Continuing Education](#) for more information.

Why do we collect this information?

healthcare professionals serve as the trusted authorities when advising patients, they must protect arning environment from industry influence to ensure they remain true to their ethical commitments. healthcare professionals have financial relationships with ineligible companies. By identifying and mitigating relevant financial relationships, we work together to create a protected space to learn, teach, and engage in scientific discourse free from influence from organizations that may have an incentive to insert commercial bias into education.

What are the next steps in this process?

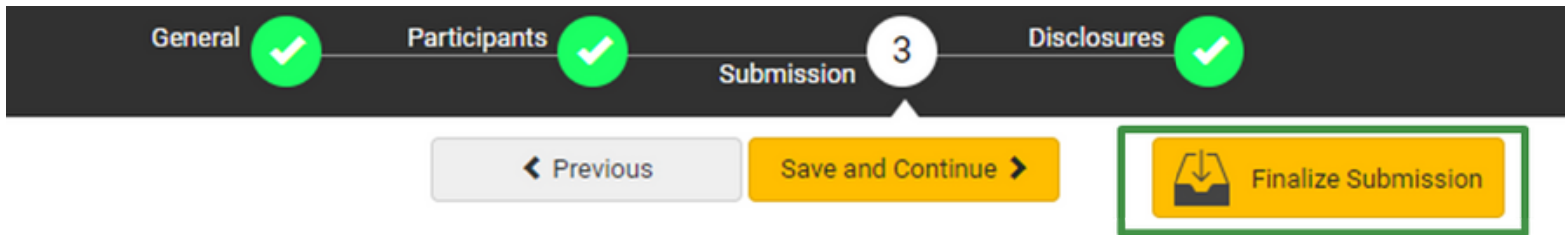
After we receive your disclosure information, we will review it to determine whether your financial relationships are relevant to the education. Please note: the identification of relevant financial relationships does not necessarily mean that you are unable to participate in the planning and implementation of this educational activity. Rather, the accreditation standards require that relevant financial relationships are mitigated before you assume your role in this activity.

Collecting Financial Relationships from Planners, Faculty, and Others

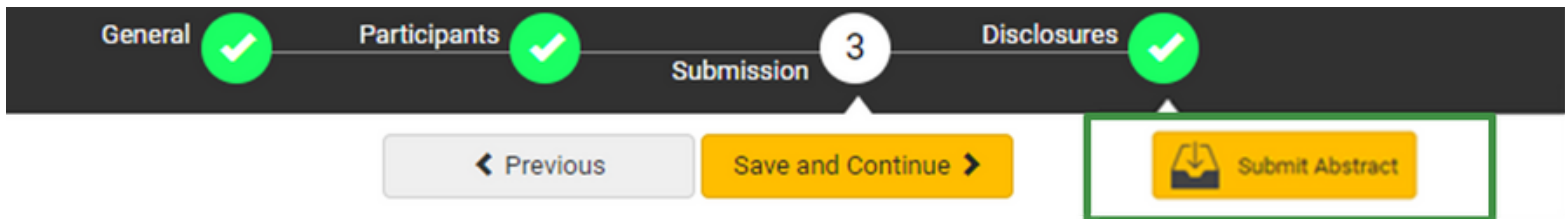
As a prospective planner or faculty member, we would like to ask for your help in protecting our learning environment from industry influence. Please disclose **all financial relationships** that you have had in the past 24 months with ineligible companies (see definition below). For each financial relationship, enter the name of

Completing Submission

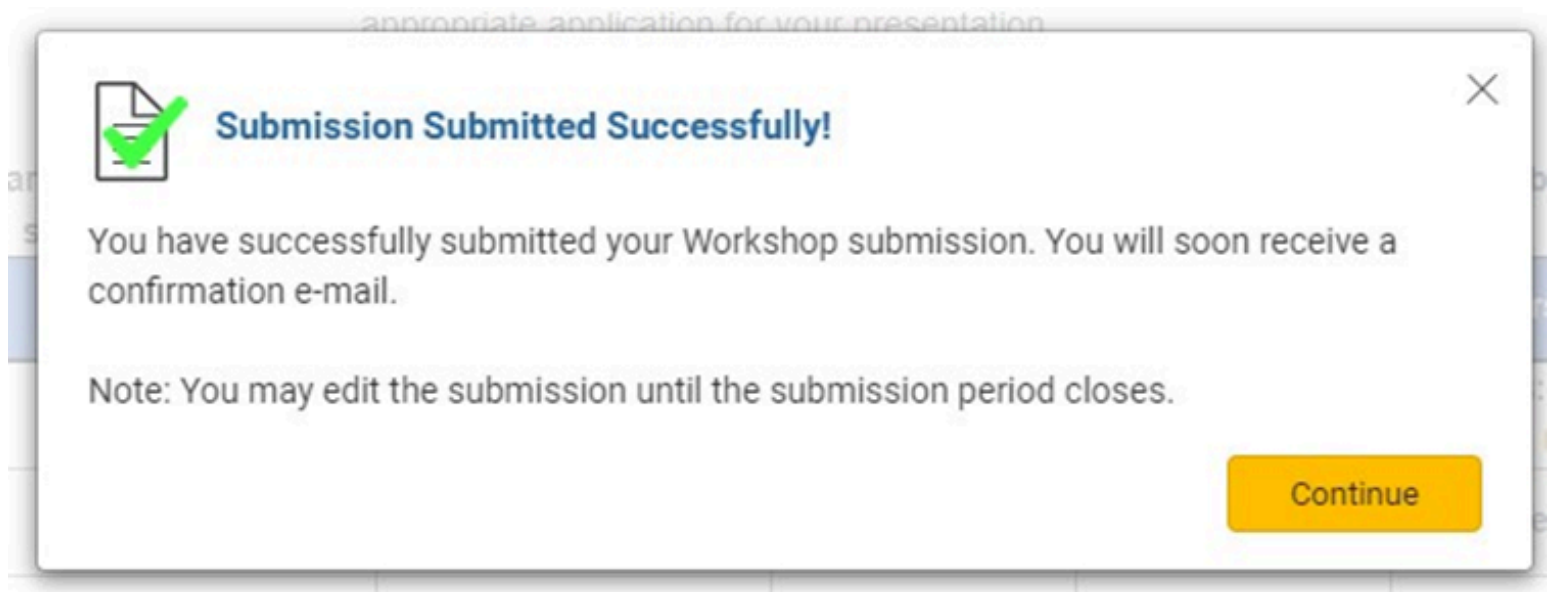
As Chairperson, when there are multiple participants, you will be unable to submit/finalize the submission until all participants completed their individual tasks (This includes if you are also listed as a presenter, you will need to submit your items as presenter as well). Once all participants have completed their tasks, you will receive an email letting you know, and you will need to go back in submit the entire panel by clicking Finalize Submission. Please note: if the ‘Finalize Submission’ button is not yellow, not all presenters have submitted their tasks yet.



If you are the only participant for your submission, or a presenter only, you should see the “Submit Abstract” in yellow at the top of the page once you complete your disclosure. You will click that button to submit.



Once your submission is complete, you will receive the following message, followed by an email.



Editing an Existing Submission




Log back into your profile and go to your dashboard (as indicated on page one). At the bottom of your dashboard is where you will find all the submissions that you are connected to. The titles of the submissions are listed under 'My Submissions'.

As a presenter, you can click into the title of the submission that you need to submit your individual information and disclosures.

As a Chairperson, you can click back in by clicking the title of the submission where your role is listed as 'Chairperson' to edit the overall submission, check progress of the presenters, and to submit your abstract.



Click on abstract title below to update and submit individual and supporting abstracts.

Status	My Submissions	Type	Role	
 Not Started	Nicole's Test	Symposia	Presenter	
 Not Started	Test	Symposia	Presenter	
 Not Started	Test	Symposia	Chair	delete