AAAP Abstract Submission Instructions

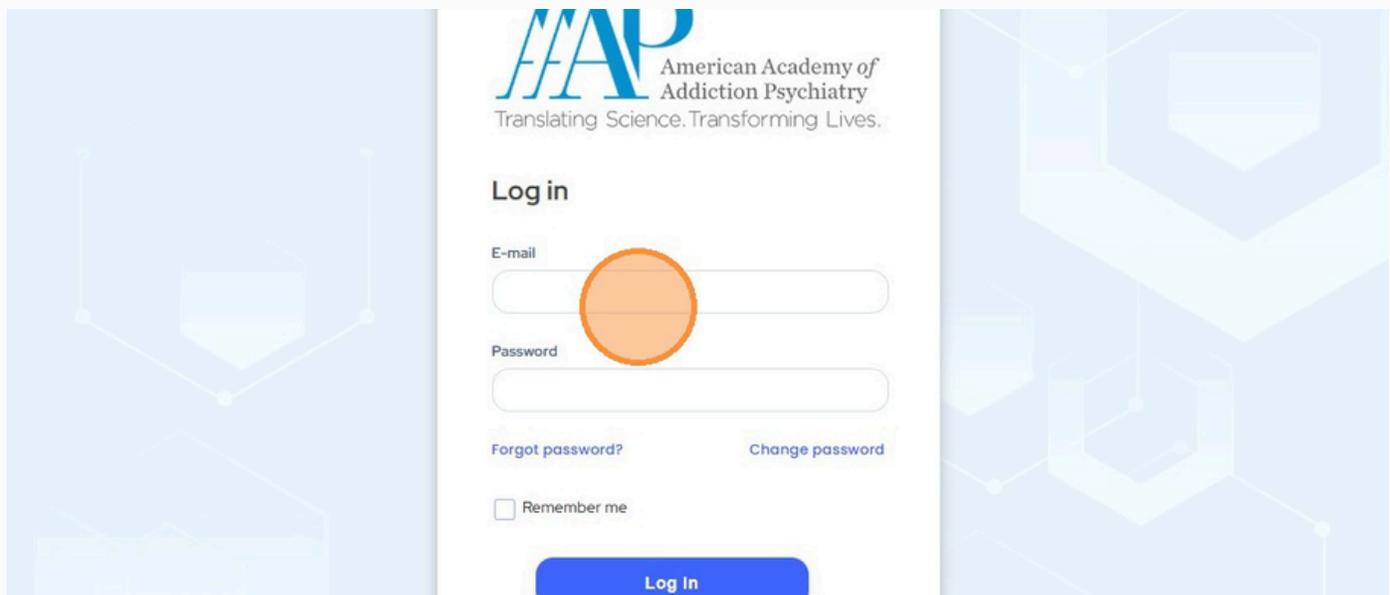## 37th Annual Meeting and Scientific Symposium

Step 1. Navigate to [Our Submission Site](#)

Step 2. On the right-hand side, click on "**LOGIN** "or

If you are a '**NEW USER**? Click on "**LOGIN**" and at the bottom of the screen click on "**CREATE AN ACCOUNT**'

Step 3. Once you log in, click on the "**Abstract**" at the top of the screen

Step 4. Read the info and Scrow down the page and click on "**Submit an Abstract**"

Important Submission Timeline Dates

| Submission Type	Opens	Deadline	Status	Guidelines
🔔 Symposium	February 4, 2026	March 10, 2026	⬤ Opening Soon – Feb 4	Symposium Guidelines
Workshop	March 4, 2026	May 27, 2026	Not yet open	Workshop Guidelines
Film & Media Workshop	March 4, 2026	May 27, 2026	Not yet open	Film & Media Workshop Guidelines
Case Conference	March 4, 2026	August 4, 2026	Not yet open	Case Conference Guidelines
Paper Sessions	March 4, 2026	June 5, 2026	Not yet open	Paper Guidelines
Posters	March 4, 2026	July 17, 2026	Not yet open	Poster Guidelines

Submit an Abstract

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

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

Submission Type
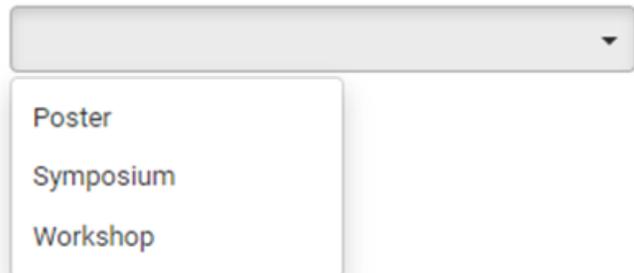
Poster

Symposium

Workshop

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

Step 7. After you select your Submission Type, the system will take you to Step 1. A new page will appear with a description and detailed instructions. Read this information carefully. By completing your submission, you confirm that you have read and agree to the terms and conditions.

Things to note:

Each submission type has different requirements. Be sure to review the specific guidelines for your selected category. These submission instructions are meant to guide you through how to properly submit your abstract.

All guidelines and instructions are linked throughout the website, including on the Guidelines page and within each submission portal.

Step 8. At the bottom of the page on <u>question one</u> 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.

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

1 **Symposium Title** *

Please enter the title of this symposium. (Max 150 Characters)

Kamolat Test

138 of 150 characters remaining

2 **Select Topic Categories** *

Select a category that is applicable to your abstract submission. If the appropriate category is not available, please choose "Other" than enter category below.

Addiction- Substance Use Disorders: Identifying, Diagnosing, Treating, and/or Managing ▾

‹ 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 and last). If your search results do not display the name of the person you are looking for, click 'Add a accounts.

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 AAAP 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'.**

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.

		Abstract Admin	Submission Status
Chair*	Jessica Lewiston remove jlewiston@parthenonmgmt.com	✓	📝 In Progress
Presenter*	🔍 Search for participant Cannot find the participant? Add a new participant.	☐	📝 In Progress
Presenter*	🔍 Search for participant Cannot find the participant? Add a new participant.	☐	📝 In Progress
Presenter*	🔍 Search for participant Cannot find the participant? Add a new participant.	☐	📝 In Progress ✏️ 📄 Not Started

Add Participant ▾

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.

📄 Not Started | 📝 In Progress | 📝✅ Submitted

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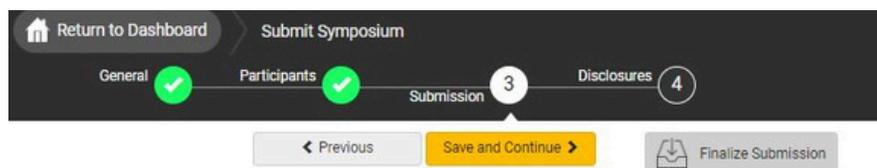
Creating Overall Submission - Chairperson

As the chairperson or presenting author, you will enter an overall abstract for the entire session. You will then complete the presentation description section, where you will enter the title and description for each individual presentation.

For paper or poster submissions, the presenting author will enter one overall abstract for the submission. All co-authors are required to log into the submission portal separately to complete their Conflict of Interest (COI) disclosures.

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.*

Creating Overall Submission - Participants

As a participant, you will be asked to provide the overall presentation title, consent to the release of rights, and complete the Conflict of Interest (COI) form.

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

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.

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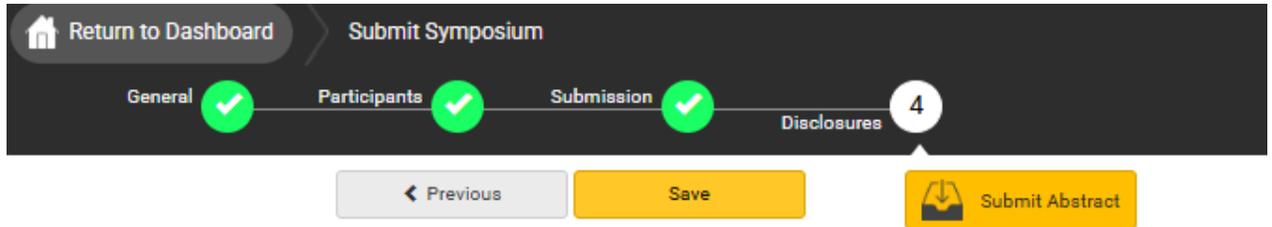
Note: You have full disclosures on file. These disclosures have been copied below. Any updates will be reflected in your other submissions.

Why am I asked to complete this disclosure form?

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

Why do we collect this information?

Since healthcare professionals serve as the trusted authorities when advising patients, they must protect their learning environment from industry influence to ensure they remain true to their ethical commitments. Many 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 the ineligible company and the nature of the financial relationship(s). There is no minimum financial threshold; we ask that you disclose all financial relationships, regardless of the amount, with ineligible companies. You should disclose all financial relationships regardless of the potential relevance of each relationship to the education you are participating in as a planner, instructor, or other role in control of content.

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 complet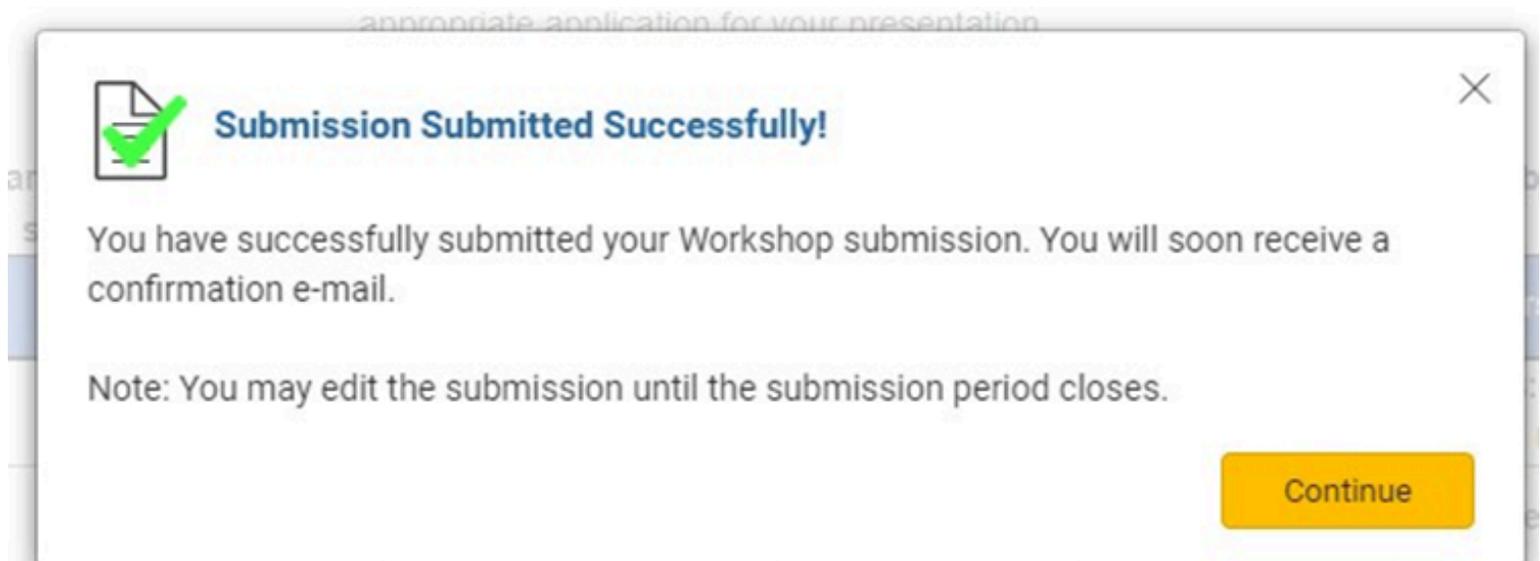ed their tasks, you will receive an email letting you know, and you will need to go back in submit the entire panel by clicking Finalize Submission. Please note: if the 'Finalize Submission" button is not yellow, not all presenters have submitted their tasks yet.
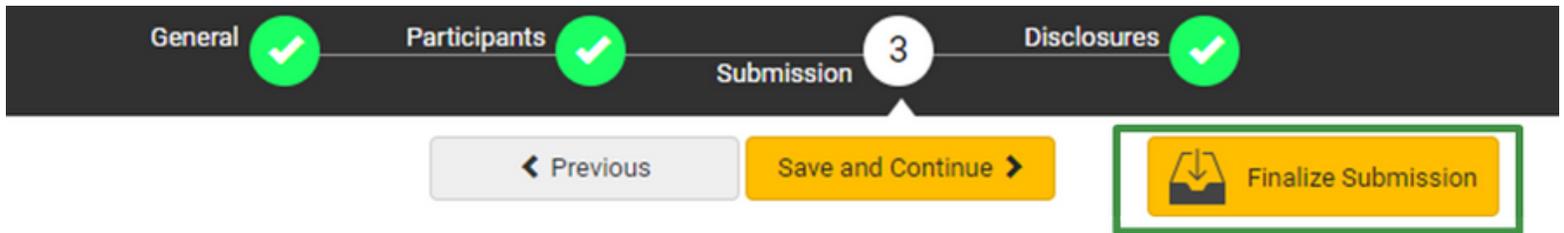
If you are the only participant for your submission, or a presenter only, you should see the "Submit Abstract" in yellow at the top of the page once you complete your disclosure. You will click that button to submit.
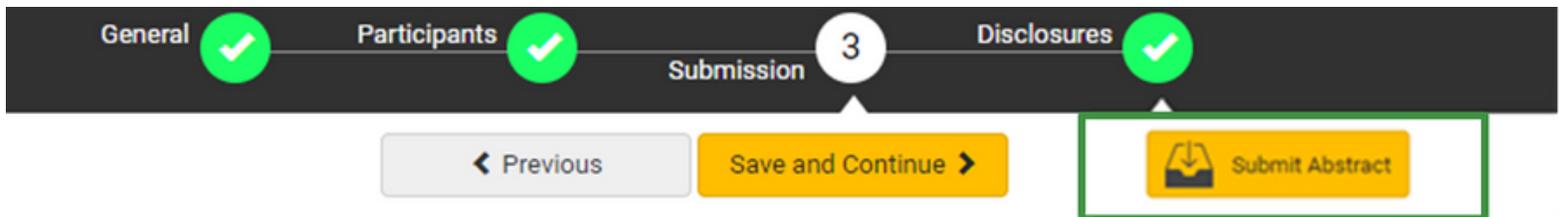
Once your submission is complete, you will receive the following message, followed by an email.

Submission Submitted Successfully!

You have successfully submitted your Workshop submission. You will soon receive a confirmation e-mail.

Note: You may edit the submission until the submission period closes.

Continue

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.

Start a New Scientific Submission

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