

## Symposium Guidelines

**Deadline: March 10, 2026**

**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 2026 Workshops, Papers, Posters, The 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 session that must include interactive elements throughout to optimize adult learning and audience engagement.
- The submission is open to AAAP members, clinicians, researchers, health professionals, and students.
- The total number of submissions accepted is 3 to 4.
- Allotted no more than 1 hour and 40 minutes total time, consisting of:
  - 3 – 4 presenters/presentations for no more than 70 minutes total
  - An approximate 30-minute period for audience Q&A.
  - **Interactive Elements and Presentation Structure**
    - Interactive elements are required and must be incorporated within the 70-minute presentation time. Each session must include at least **2–3 interactive segments** (e.g., audience polling and/or self-assessment multiple-choice questions).
    - Presenters are required to submit their proposed polling questions and self-assessment questions in a document. The AAAP team will build and manage all interactive components and will have them prepared for use at the Annual Meeting.
    - Didactic content should be broken into segments of **no longer than 15 minutes** to optimize audience engagement and retention.
    - **Interactive formats may include:**
      - Audience polling (e.g., multiple choice, word clouds, live quizzes, Q&A moderation)
      - Self-assessment multiple-choice questions
      - Think-pair-share discussion prompts (60–90 seconds max, with clear instructions)

- Case-based application exercises with audience input
- Other digital response or engagement activities
- Presenters are encouraged to review the [Interactive Engagement Toolkit](#) for additional guidance on designing interactive sessions.
- All presenters are expected to present in person in Memphis, TN, November 12-15, 2026.

## Symposium Chairperson Responsibilities

- Each symposium will have one designated Chairperson who will be the main point of contact for AAAP and who is responsible for the following:
  - As Symposium Chairperson (or Co-Chairperson, when applicable), if you are also presenting, you must add yourself as a presenter. If you are not presenting, you may remain listed as Chairperson only.
  - Ensure that all presenters, co-chairs, moderators, and discussants complete their portion of the submission, including their presentation title and, most importantly, their Conflict of Interest (COI) form. If they do not complete the COI form, you will be unable to submit your symposium abstract.
  - Ensure that the symposium abstract title is properly formatted at the time of submission. Presenters should use the “Title Case” formatting option if they are unsure how to format their title. Catchy, clear titles are strongly encouraged.
  - 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:
    - Presents learners with only accurate, balanced, scientifically justified, evidence-based recommendations;
    - Has learners’ and patients’ best interests in mind; and
    - **Is absent of any promotion, marketing, or commercial tendency.**
  - If the symposium is accepted for the Annual Meeting, ensure that all presenters are aware that **recording of any kind is not permitted during presentation time.**
  - Confirm that each presenter can be present in Memphis, TN, for the live presentation on November 12-15, 2026.
  - Ensure all presenters secure a hotel, travel, and register for the conference by **September 1, 2026.** *NOTE: One-day registration is available for non-AAAP members who are presenting.*
  - Please note that if your submission is not accepted, AAAP may ask you to transition your abstract to a different submission type (e.g., mini symposium or workshop). This is not guaranteed. If offered, AAAP staff will initiate the transfer, and you will be responsible for completing all remaining steps once contacted
  - 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](mailto: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](mailto: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](mailto: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 all presenters involved in the planning, content development, or presenting of the workshop disclosing all financial and/or professional relationships with ineligible companies.
- **Step 2:** Final acceptance is contingent upon receiving approval of drafted presentation materials by **August 12th, 2026**.
- **Step 3.** Final presentation materials are due by **September 30th, 2026**.
  - **Only minor grammatical edits will be made after the final presentation submission, given the COI approval. This is necessary to adhere to ACCME guidelines. Allowing for content changes would require COI approval again.**