

# Submission Instructions

**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'

## ACTIONS

NEW USER? CREATE AN ACCOUNT

EXISTING USER? LOG IN

**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.



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## Submissions

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## Step 4. Click on 'Access Submission Dashboard'.



Access Submissions Dashboard

CALL FOR ANNUAL MEETING SUBMISSIONS

We are delighted to invite submissions for the upcoming **2024 AAAP Annual Meeting and Scientific Symposium** scheduled to be held **November 14 -17, 2024 in Naples, Florida.**

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 12, 2024	Opens March 11, 2024	Opens March 11, 2024	Opens March 11, 2024	Opens March 11, 2024	Opens March 11, 2024
Submission Deadline:	March 18, 2024	June 3, 2024	June 3, 2024	July 1, 2024	June 10, 2024	July 22, 2024
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	1.5 Hours	90 minutes	1.5 Hours	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 relevant to significant problems or gaps in professional/clinical practice, 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

- Poster
- Symposium
- Workshop



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

**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.

Return to Dashboard Submit Symposium

General 1 Participants 2 Submission 3 Disclosures 4

Save and Continue >

Submission Type  
Symposium

Symposium Description:

- Highlight new research relevant to significant problems or gaps in professional/clinical practice providing learners with resources to take back to their clinical practice.
- Allotted no more than two hours total time consisting of:
  - 3 – 4 presentations for no more than 90 minutes total
  - At least 30 minutes for audience Q and A. *Note: Adequate time for Q and A is required for CE accreditation*
  - All presenters are expected to present in person in Naples, Florida on December 8-11, 2022. In addition, we are requesting all presenters (a minimum of one required) be available for a subsequent 20 minute Q&A held for a virtual audience. Additional details to come.

**Symposium Chairperson:**  
Each symposium will have one designated chairperson who will be the main point of contact for AAAP and who is responsible for the following:

- Ensure each presenter meets all deadlines and requests from AAAP staff in a timely manner.
- Verify that each presenter has made their hotel and travel arrangements by November 1 (if applicable).
- 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 recommendations, and
  - Protects learners from promotion, marketing, and commercial bias
- Confirm that each presenter can be present in Naples, Florida for the live presentation December 8-11, 2022.
- Make sure each presenter has registered for the conference. One day registration is available for non-AAAP members who are presenting.
- Additional Symposium Chairperson expectations for during the conference will be provided if your Symposium is accepted.

**Submission Process:**

- Funding:** In this application, you are required to disclose any funding received for the development of the Symposium, and its content (if applicable).
- Documents required for submission:** The Symposium Chairperson is responsible for completing the submission form for the entire proposed Symposium.
- COI:** Conflict of Interest forms must be completed by the chairperson and all presenters BEFORE the application is reviewed for preliminary acceptance by the AAAP SPC. Individual presenters will receive an email from [pmg@aaap.org](mailto:pmg@aaap.org) with instructions on completing their Conflict of Interest form. The Symposium Chairperson is responsible for ensuring all presenters have completed and submitted this form.
- After you submit this application,** you will receive an email from [pmg@aaap.com](mailto:pmg@aaap.com) 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 [annualmeeting@aaap.com](mailto:annualmeeting@aaap.com).
- Evaluation of Submissions:** Each submission will be scored and ranked by the Scientific Program Committee (SPC).
- Acceptance of Submissions:** The Symposium Chairperson 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 EVERYONE involved in the planning, content development, or presenting of the symposium disclosing all financial and/or professional relationships with commercial interests or advocacy groups.
  - Step 2:** Final acceptance is contingent upon receiving and approval of final presentation materials that are due by October 1, 2022.

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

Please note you will add your participants involved in this session on Step 2: Participants.

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

1 Symposium Title \*  
Please enter the title of this symposium. The title must be brief and clearly indicate the nature of the proposal. (Max 150 Characters)

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)

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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

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 [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'**.

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

Return to Dashboard Submit Symposium

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< Previous Save and Continue > Finalize Submission

#### 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

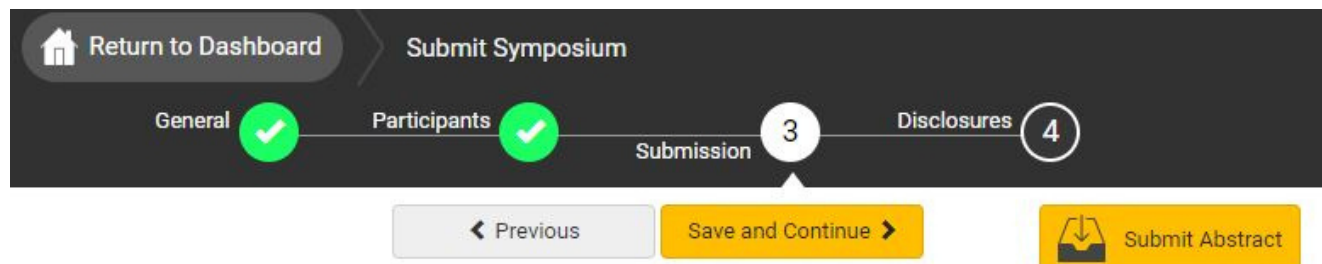
**Learning Objectives**

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** ⓘ

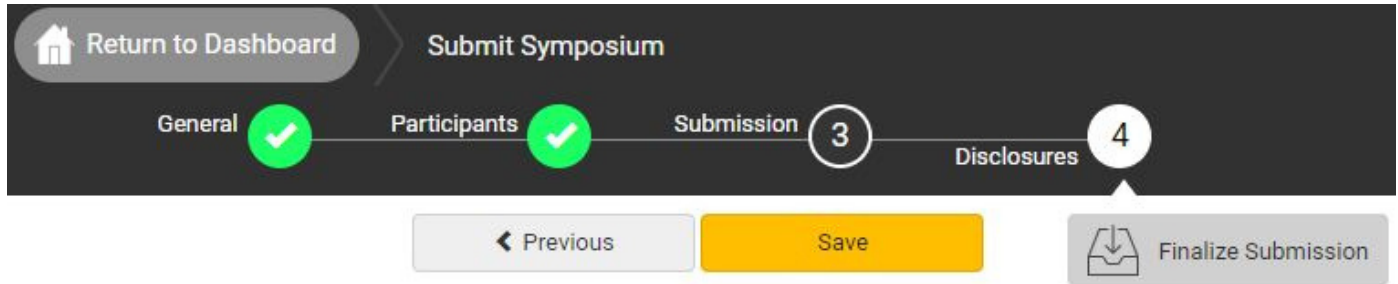
max file size: 8 MB

**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 managing 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?

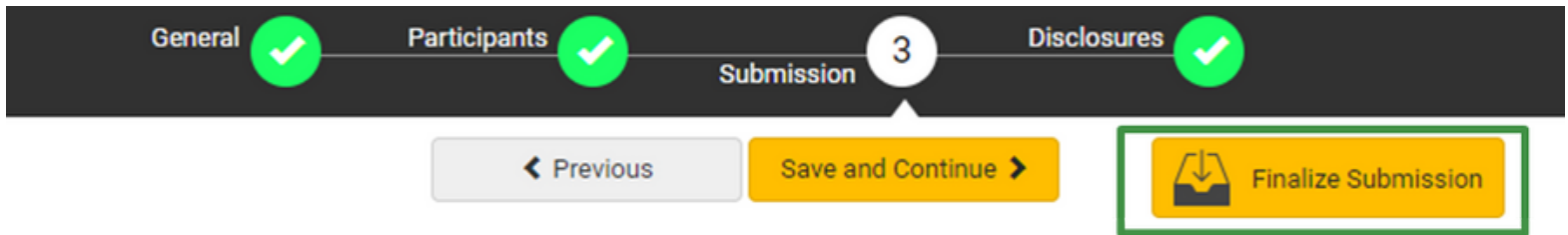
After we receive your disclosure information, we will review it to determine whether your financial relationships are relevant to the education. Please note: the identification of relevant financial relationships does not necessarily mean that you are unable to participate in the planning and implementation 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

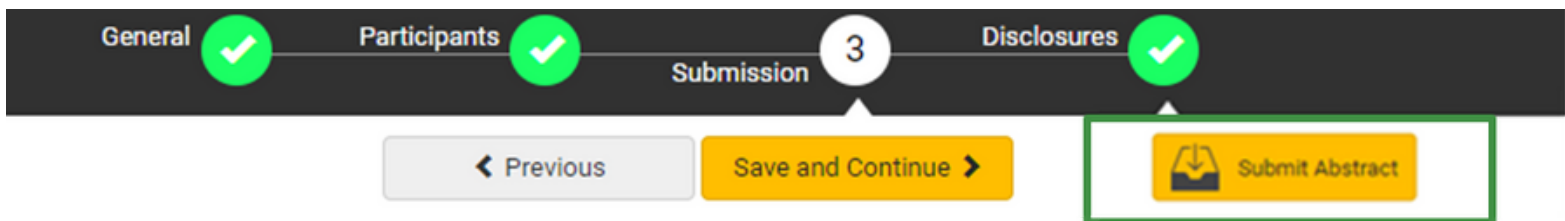
As a prospective planner or faculty member, we would like to ask for your help in protecting our learning environment from industry influence. Please disclose **all financial relationships** that you have had in the past 24 months with ineligible companies (see definition below). For each financial relationship,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

# Completing Submission

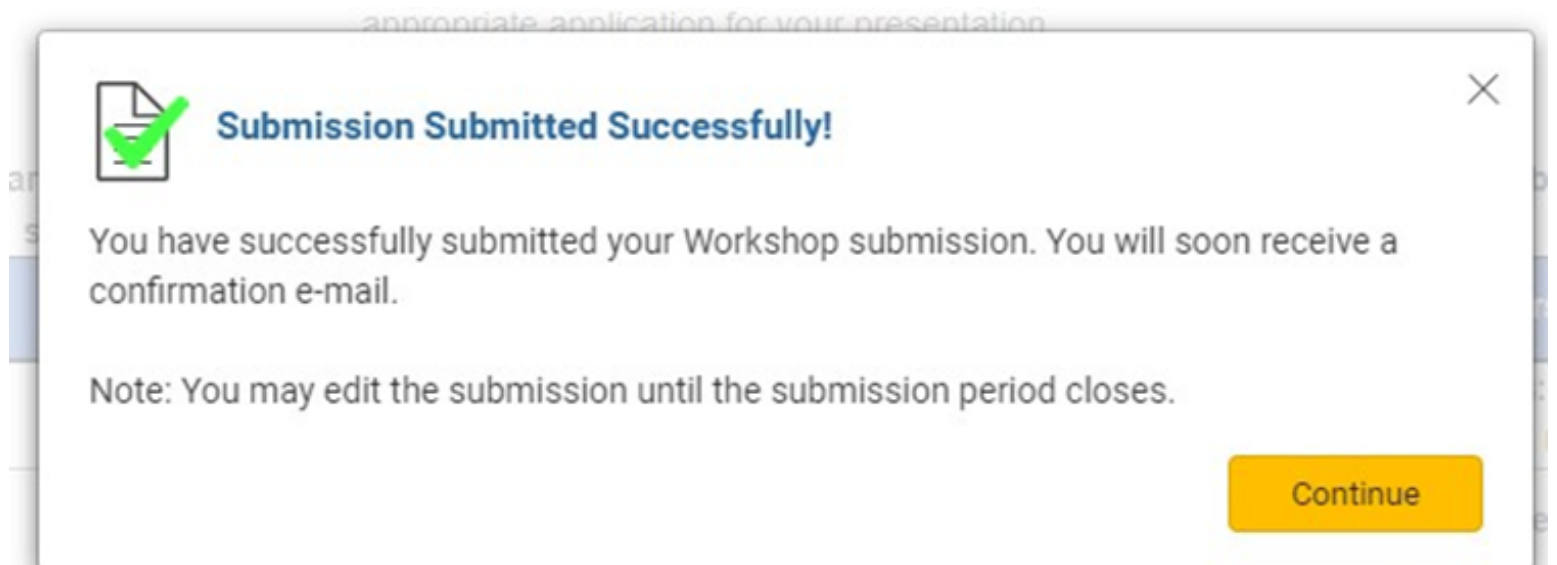
As Chairperson, when there are multiple participants, you will be unable to submit/finalize the submission until all participants completed their individual tasks (This includes if you are also listed as a presenter, you will need to submit your items as presenter as well). Once all participants have 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	<a href="#">Nicole's Test</a>	Symposia	Presenter	
 Not Started	<a href="#">Test</a>	Symposia	Presenter	
 Not Started	<a href="#">Test</a>	Symposia	Chair	<a href="#">delete</a>