



## Instructions for New Research Poster Presentation Sessions

**Important:** *As primary author/presenter of the poster, you are the only person to receive this information. Please distribute it to your co-presenters.*

New Research Poster Sessions are designed to allow for more interaction between presenters and participants. As a special note to our international participants, Posters carry exactly the same status as Papers in the American system. Posters are the preferred means of conveying data-rich studies, and the Poster Sessions draw large crowds.

### Poster Format

AACAP recognizes that presentation of scientific findings in posters can vary significantly. In addition to the option of a traditional format, AACAP also encourages presenters to consider unique, less traditional formats for poster presentations. For example, consideration of formatting a poster highlighting take-home points (conclusion) of the study while providing methodology and data presentation in a less central manner may enhance the experience for those attending poster sessions. For an example of a novel approach to developing posters, please view [this video](#).

Another option to make your poster more accessible is to use QR codes providing a digital copy of the poster and/or manuscript from which the poster was derived. Please see the section on QR Codes below for further information.

### Poster Presentation Guidelines

- The poster board surface area is 4' high and 8' wide (1.2 meters high by 2.4 meters wide.)
- The title and list of authors should be placed at the top of the poster. The width of the lettering for the title should be at least 1".
- **Presenters' and authors' disclosures must be displayed at the top right corner of the poster. The font for these disclosures must be at least 12-point.**
- Avoid using heavy boards as they may be difficult to keep in position. Thumbtacks will be provided.

### Tips on Preparing Posters

- Bear in mind that your illustrations may be viewed from distances of 3 feet or more. All lettering should be at least 3/8" high, preferably in bold clean type. Fonts should be at least 14-point.
- Hand-drawn charts and illustrations should be similar to slides. Block coloring can add emphasis and clarity. Captions should be brief. Labels few, but clear. Avoid unnecessary details.
- It is useful to indicate (by numbers, letters, or arrows) a sequence for studying your material.
- Ideally, your poster should be self-explanatory so that you can supplement and discuss particular points raised by inquiry. The Poster Session provides an opportunity for intimate, informal discussion, but this becomes difficult if you are obliged to devote most of your time to merely explaining the Poster to a succession of attendees. A tablet of sketch paper and suitable drawing materials are useful.

- Include disclosure statements of all authors on handouts.
- Neither projection equipment nor power will be provided in the New Research Poster session area.
- When presenting about a medication, you must use the generic name.

## Online Posters and Handouts

You will be able to upload a PDF file of your Poster to AACAP's website so that AACAP members and attendees can access the content of your Poster after the Annual Meeting. Look for an email from AACAP about how to upload your Poster in September. Putting your Poster online is optional. Handouts are not required for Posters and are not funded by AACAP, but attendees often request handouts and cards with your name and address, so we suggest you bring at least 100 of each.

Include **disclosure statements**, your full contact information, and email address on handouts. The decision to bring handouts is entirely up to you and your co-presenters. If you use handouts, they should be easy to read. If you receive funding from an outside source to produce your handouts, you must disclose. Please see below for disclosure information.

## Disclosure of Affiliations

- Disclosure of conflict of interest and affiliations is an important matter.
- **Disclosure is required for the primary author/presenter on the poster** and considered to be an obligation of all attendees who present a poster or speak at the Annual Meeting.
- Disclosure must be made:
  - In writing and in advance to AACAP. The reporting timeframe is a minimum of the past TWO years and imminent support. If external funds have an impact on that particular presentation, then any time frame is relevant (e.g., funding for a study which ended prior to two years ago but is now being reported must be disclosed).
  - When in doubt about reporting, request guidance from [meetings@aacap.org](mailto:meetings@aacap.org). The Program Committee will respond promptly to questions about disclosure of affiliations.
- If there has been a change to your disclosure, email appropriate information immediately to AACAP at [meetings@aacap.org](mailto:meetings@aacap.org).

## QR Codes

QR codes are an easy and convenient way to share your poster information, including additional resources or handouts, with the attendees. Sharing your work digitally with the attendees allows the attendee to gain an in-depth understanding of the poster long after the meeting. QR codes can be generated online by visiting <https://www.qr-code-generator.com/>.

Using a QR code on your poster is completely optional. Codes should not link to marketing information of any kind.

## Continuing Medical Education (CME)

New Research Posters *no longer* offer CME credit.

## Scheduling

Abstracts scheduled for presentation in New Research Poster Sessions are grouped by topic and are numbered and listed, crediting all authors, in the *Program Book*. Poster Sessions last 2.5 hours, and it is expected that at least one author will remain with the poster during the entire session. Posters are scheduled on the Wednesday – Saturday of the Annual Meeting. Please look in the *Program Book* when you arrive onsite for your Poster number.

A preliminary schedule of New Research Poster Sessions will be posted on our website at the **beginning of August**. Please check the [Annual Meeting website](#) for your presentation date and time. If for any reason you find that you will not be able to present at the Annual Meeting, please contact the [Meetings Department](#) immediately.

## Registration

Presenters must pay registration fees for AACAP's Annual Meeting, either by mail, or the website starting in August 2019. The only exception are presenters who are not psychiatrists - these presenters still need to register but will be charged a lower presenter non-psychiatrist registration rate.

## Honoraria

AACAP does not provide honoraria, travel reimbursement, or hotel reimbursement for presenting at a Poster Session.

## Travel and Hotel Reservations

All presenters are responsible for booking their own travel and hotel arrangements for the Annual Meeting. Attendees can start making hotel reservations on **June 14, 2019**. Please visit the [Annual Meeting website](#) for more hotel and travel details.

## Publications

Information about your New Research Poster will be published in two places: the AACAP Annual Meeting *Program Book* and the special online issue of the *Journal of the American Academy of Child and Adolescent Psychiatry*. Scientific Proceedings abstracts will also be available to AACAP members and Annual Meeting attendees online and on the AACAP App. Please inspect and report errors in names, titles, and other information published in the online schedule to AACAP's Meetings Department at [meetings@aacap.org](mailto:meetings@aacap.org). Errors that are not reported may be repeated in other publications.

## When to Put Posters Up

Mount your posters on your assigned board during the 30 minutes immediately preceding your scheduled session.

## Satellite Symposia

AACAP does not allow satellite symposia during our Annual Meeting. Satellite symposia are defined as extramural meetings in the same city and during the official program days and two days before or after AACAP's meeting. Please do not agree to participate in educational events that are not listed in the *Registration Magazine* or on AACAP's website as they are not approved by AACAP. Please contact AACAP if you are approached to participate in such an event.

For more information, refer to our [Operating Principles](#) for Extramural Support of AACAP's Meetings and Related Activities.

## Sponsorship

AACAP's Development Department seeks funding from outside sources for general support of the Annual Meeting. If you are aware of an outside funder who may be interested in sponsorship opportunities, please contact Carmen Jewel Head, Director, Research, Development & Workforce, at [development@aacap.org](mailto:development@aacap.org). All support of AACAP's Annual Meeting programs must be coordinated through AACAP's Development Department.

## **Press**

All presentations of data, research, or other information presented at AACAP's meetings are **embargoed** until after the program is presented, unless the presenter and Chair of the Program Committee agree to an earlier release in writing.

## **Photography/Cell Phones**

Photographs may not be taken in any meeting. Members of the audience found taking pictures will be asked to leave the session. Cell phones and beepers must be silent, or the participant will be asked to leave the session. Of course, presenters are expected to ignore cell phones for the duration of the presentation.

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## **AACAP Contact Information**

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