



### ACNP Study Group Guidelines

**DEADLINE for proposals from ACNP member chairs: May 8, 2018\***

**DEADLINE for individual participants to complete disclosures: May 22, 2018\***

**DEADLINE for chairs to review and finalize session: May 25, 2018\***

*\*All deadlines occur at 5:00 PM Central*

- ❖ Study groups are issue-oriented 2 ½ hour sessions. Examples are topics relating to ethics or policy matters.
- ❖ Study groups are informal with more audience participation than panels. Individual participants do not have a set time to speak, but rather talk informally among themselves with the audience. To foster this atmosphere, it is strongly recommended that each participant utilize no more than 3 slides.
- ❖ Study groups must be chaired by an ACNP member.
- ❖ There is a limit of 3200 characters for the text of the abstract submission. This includes title (250 characters) and proposal body (2950 characters), not including spaces.
- ❖ Study Groups will be scheduled on the assumption that all participants agree to be available on all days of the Annual Meeting. Chairs of proposed sessions should verify that their participants will be available at all times throughout the meeting.
- ❖ A maximum of \$4,000 will be available to support travel for non-member participant and associate member expenses. No honoraria can be paid from these funds.
- ❖ **Non-member participants who received financial support for participation for the 2017 Annual Meeting are not eligible to receive financial support in 2018. Chairs must inform non-members of this policy.**
- ❖ Registration fees are waived for non-member participants and associate members, but they must still register for the meeting.
- ❖ Audiovisual equipment available for every study group: laptop, LCD projector, laser pointer, podium, and microphone.