MEMORANDUM

Date: March 2023

To: Membership

From: Victoria Risbrough, Ph.D., Chair, and Tracy Bale, Ph.D., Co-Chair, Program Committee

Re: Call for Proposals, Annual Meeting, December 3-6, 2023, Tampa, Florida

The Program Committee is excited to open submissions for panels, mini-panels, and study groups for the Annual Meeting. **One significant change for 2023 is the length of time for panels, mini-panels and study groups. Panels and study groups will be shortened to 2 hours in length, and mini-panels will be 50 minutes.** This year, the committee will continue to strongly encourage the creation of diverse and inclusive panels that include women, under-represented minorities (including LGBTQ+), and early career scientists and clinicians. In addition, given our College's Latin American initiative, similar consideration will be given to panels including scientists from Latin America. These factors will weigh into the proposal's evaluation by the Program Committee.

As always, the committee welcomes submissions on all scientific topics that address the mission of the College, and particularly encourages the submission of new and unpublished work to ensure that the annual meeting remains on the cutting-edge of psychiatric neuroscience and clinical outcomes.

In response to membership feedback and in an effort to increase the diversity of topics represented in the annual meeting and enhance representation of clinical sciences, the committee will broadly welcome submissions representing high-quality science in line with the core mission of ACNP, "To advance scientific understanding of, and to facilitate communication about, disorders of the brain and behavior in order to advance their prevention and treatment." Therefore, submissions representing a wide range of topics from basic to translational to clinical sciences are all welcome. Specifically, the committee is soliciting submissions in the clinical sciences to enhance representation of cutting-edge clinical research at the annual meeting. Click here to see a list of topic suggestions offered by ACNP 2022 Conference attendees responding to the 2022 Annual Meeting Survey. *Note: survey results are given for informational purposes of member suggestions and are not Program-endorsed RFPs.

Click here to see a list of primary and secondary submission categories.

The submission guidelines are available below. Please read these ***very carefully*** before submitting a proposal. **As mentioned, panels and study groups will be shortened to 2 hours, and mini-panels will be shortened to 50 minutes.** As a reminder, panels will include one (1) chair who will present a very brief, 1-2 minute introduction to outline the goal of the session and moderate a broad 15-minute Q&A discussion at the end of the session, and four (4) presenters who will have 25 minutes each, including a 20-minute presentation and a 5-minute discussion period. THERE WILL BE NO DISCUSSANT. A co-chair is still optional. Submissions that do not adhere to these guidelines will not be reviewed. Note that for Study Groups we are requesting no more than 8 participants.

- **Panel Submission Guidelines**
- **Mini-Panel Submission Guidelines**
- **Study Group Submission Guidelines**

All submissions must be submitted through the online submission system, click here to log into the submission site.

Reminders/Takeaways from Submission Guidelines:

- Only ACNP members may serve as the chair of a panel, mini-panel or study group session.
- All participants in a session must commit to attending the meeting and to be available for all meeting days for the purpose of scheduling accepted panels, mini-panels, and study groups.
- All scientific session presenters are expected to attend and participate in-person.
- *Very important:* No person can serve more than 2 roles on **submitted** panels/mini-panels with a maximum of 1 speaking role. Role limits do not include study groups.
- Submissions that do not adhere to these guidelines will not be reviewed.

Deadlines*:
All Deadlines 5:00 p.m. CDT

Creation of Proposal and Presenters Added by Chairs (Panels, Mini-Panels, & Study Groups)
        DEADLINE: **Tuesday, May 9th**

Submission of Individual Presenter Abstracts (Panel & Mini-Panel)
        DEADLINE: **Tuesday, May 23rd**

Submission of Disclosures and Attestations by Study Group Participants:
        DEADLINE: **Tuesday, May 23rd**

Chairs Review & Finalize Proposed Sessions (Panels, Mini-Panels, and Study Groups)
        DEADLINE: **Thursday, May 25th**

For more information, please contact ACNP at acnp@acnp.org or (615) 324-2360.

Thank you and we look forward to a great program this year!