



ACNP Panel Guidelines

DEADLINE for ACNP member chairs to create submission and add presenters: May 7, 2024*

DEADLINE for individual presenter abstracts: May 21, 2024*

DEADLINE for chairs to review and finalize and submit session: May 23, 2024*

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

All panel participants are expected to attend and participate in-person. The 2024 Annual Meeting will not be livestreamed, but will be recorded for access post-meeting.

Reminder: Panels are 2 hours in length.

Panel Presentation Considerations

Points to consider in preparing your presentation where appropriate:

To address scientific rigor, each data presentation must report experimental Ns, and ideally an effect size and power calculation. Please note the mandatory statistics field in the submission portal that includes examples.

Preliminary or hypothesis-generating studies are of interest and would be expected to have a smaller experimental N, but should be explicitly labeled as such.

Well-powered negative studies are of interest.

The scientific premise of a study must be credible. If the premise of a study is genetic, the evidence must be based on rigorously demonstrated significant findings, such as the Psychiatric Genomics Consortium meta-analyses or meta-analyzed trio studies. Candidate gene studies are not of interest.

Sex as a biological variable should be considered for both animal and human studies.

[Click here](#) for a sample abstract.

Evaluation Process

Each proposal is assigned to three members of the Program Committee for review who assign a numerical value of 1-9 (similar to the NIH review system) based on the below criteria:

- a. Well-articulated, overall theme with justified components
- b. Scientific merit
- c. Scientific innovation
- d. Scientific rigor
- e. Topic recently represented at the ACNP meeting
- f. Gender/historically excluded group diversity inclusion
- g. Likely to be well attended
- h. Member/non-member speaker balance
- i. Institutional/geographic diversity

Selection Process:

Based on the reviewer scores, proposals are grouped into an “accept” category (around the top third of submitted proposals, typically ranked consistently in the 1-2 range across the three reviewers), a “discuss” category”, and a “reject” category (around the bottom third of proposals receiving consistently less strong scores). Each of the proposals in the “discuss” category, typically comprising ~40% of all submitted proposals, is discussed during a day-long Program Committee meeting held in July; structured discussions led by the three original reviewers follow a system modeled after NIH study sections that allows the entire committee to contribute and vote on each of the proposals in this category. Committee members are also given the opportunity to pull out proposals from the “reject” category for discussion and vote by the whole committee.

Panel Guidelines

- ❖ A panel is a moderately formal **2-hour session** and will include 1 chair and 4 presenters. There will be no discussant. A co-chair is optional.
- ❖ The chair will present a very brief, 5-minute introduction to outline the goal of the session. The introduction may include one slide if needed. The chair will then moderate a broad 15-minute Q&A discussion at the end of the session.
- ❖ **Each of the 4 presentations will last 25 minutes which allows for a 20-minute presentation and 5-minute discussion period. It is important that these times are adhered to.**
- ❖ **All panel participants are expected to attend and participate in-person.**
- ❖ Panel sessions will be scheduled with the assumption that **all speakers agree to be available on all days** of the Annual Meeting. All participants will attest a statement to this effect at the time of submission on the submission site. *Special requests to present on a particular day of the week will not be permitted.* Panels will be scheduled by the Program Committee to provide balance on themes throughout the meeting. Chairs of proposed sessions should verify that their participants will be available during the time following the acceptance of the panel prior to the meeting and at all times throughout the meeting. The Executive Office will make every effort to not schedule any presenters on the last day if they presented on the last day the previous year.
- ❖ Panel proposals **must be chaired** by an ACNP member, to include all categories of membership (Associate Member, Member, Fellow, Emeritus).
- ❖ Panel participants must be from various institutions, so the meeting attendees get the benefit of cross-institutional collaboration. A strong justification is required for proposals in which all participants are from the same institution.
- ❖ Panel participants should include women, historically excluded groups (including LGBTQIA2S+) and/or early career scientists/clinicians. A strong justification is required for proposals in which participant diversity is not included.
- ❖ An individual **cannot** be listed as a presenter or participant on more than **1 submitted proposal** (mini-panel, panel, or study group) per year and cannot be listed for more than **2** total roles (chair, co-chair or presenter/participant). This year the maximum **does** include participation in study groups. It is incumbent on the individual to know their potential roles on submitted proposals. If an

individual is listed on more than 2 total roles at the time of the submission deadline, the proposals will not be reviewed. ACNP staff will not be responsible for contacting individuals to clarify which panel they elect to participate on.

- ❖ Panel presenters must be willing to reveal the structure of a compound or gene discussed during their presentations.
- ❖ The College requires all clinical trials to be registered in a public registry prior to submission. For more information, please reference the [official statement](#).
- ❖ All materials submitted for presentation at the 2024 ACNP Annual Meeting will be published in *NPP* and should be original and not previously published. Following publication authors may reuse their work with the sole requirements of full citation and link to the original publication online.
- ❖ Once a panel is accepted, speaker changes are NOT allowed unless approved by the Program Committee Chair. A strong justification for the change by the Proposed Session Chair will need to be submitted. If the Program Committee deems that the quality of panel is significantly affected with this change, *they may opt to replace the panel with another one*.
- ❖ There is a limit of 3200 characters for the text of the overall abstract submission. This includes title (250 characters), unique data (950 characters), and proposal body (2000 characters), **not counting spaces**.
- ❖ There is a limit of 2950 characters, **not counting spaces**, for the body of the individual presenter abstract submission that includes background, methods, results, conclusions (2,000) and unique data (950). The title has a maximum of 250 characters, **not counting spaces**.
- ❖ The ACNP uses a structured abstract for the individual presentations that is broken into 4 parts: Background, Methods, Results, and Conclusion. Only abstracts submitted in this structure will be reviewed.
- ❖ Timers are provided. It is the responsibility of the chair to keep to the schedule approved by the Program Committee.
- ❖ A maximum of \$4,000 per panel will be available to support travel for non-member participant and associate member expenses. No honoraria can be paid from the funds.
- ❖ **Non-member participants who received financial support for participation for the 2023 Annual Meeting are not eligible to receive financial support in 2024. 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 panel: laptop, LCD projector, laser pointer, podium, and microphone.