



MEMORANDUM

Date: April 1, 2024

To: Membership

From: Tracy Bale, Ph.D., Chair, and Staci Bilbo, Ph.D., Co-Chair, Program Committee

Re: Call for Proposals, Annual Meeting, December 8-11, 2024, Phoenix, Arizona

The Program Committee is excited to open submissions for panels, mini panels, and study groups for the Annual Meeting. **Continuing in 2024, the length of time for panels and study groups will be 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, historically excluded groups (including LGBTQIA2S+), 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on all scientific topics that address the mission of the College, and particularly encourages the submission of new and unpublished work to ensure that the annual meeting remains on the cutting-edge of psychiatric neuroscience and clinical outcomes.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 an effort to increase the diversity of topics represented in the annual meeting and to 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

The submission guidelines are available below. Please read these *very carefully* before submitting a proposal. **As mentioned, panels and study groups will be 2 hours, and mini panels will be 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 a total of 8 participants is recommended, including chair, co-chair, and/or moderator.

- [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. The 2024 Annual Meeting will not be livestreamed, but will be recorded for access post-meeting.**
- ***Very important:*** No person can serve more than 2 roles on **submitted** panels/mini panel/study groups with a maximum of 1 speaking role (panel/mini panel presenter or study group participant). **This year role limits do 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 7th**

Submission of Individual Presenter Abstracts (Panel & Mini Panel)

DEADLINE: **Tuesday, May 21st**

Submission of Disclosures and Attestations by Study Group Participants:

DEADLINE: **Tuesday, May 21st**

Chairs Review & Finalize Proposed Sessions (Panels, Mini Panels, and Study Groups)

DEADLINE: **Thursday, May 23rd**

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!