The College on Problems of Drug Dependence
2023 CALL FOR PROPOSALS

The Program Committee welcomes proposals for Symposia (*Full & Mini*), Forums, and Workshops for the 85th Annual Scientific Meeting. The event is an in-person meeting only, **no** digital participation options for presenters will be offered. (e.g., pre-recorded talks or livestreams). **Click here** to view a list of drug classes you will be asked to identify within the submission.

CPDD Diversity and Inclusion Statement: The College and its members actively promote diversity and inclusion within the College and within our field of research not limited to race, ethnicity, religion, disability, age, sex, gender identity, or sexual orientation.

SUBMISSION GUIDELINES
DEADLINE for proposals: Thursday, October 13, 2022
All deadlines occur at 5:00 PM Eastern, U.S.

Symposia *(Full)*
- Symposia are one hour with thirty minutes of moderated discussion at the end of the session. (1.5 hours = 90 minutes)
- A chair and co-chair are required, one of whom should be a CPDD member.
- Symposia may have no more than four speakers and an optional moderator; the chair and co-chair can moderate the session during the final thirty minutes of the session if a moderator is not designated.
- Symposia are scheduled during the regular daily sessions.
- The chair will submit the overall session title and summary abstract (maximum 250 words).
- Speakers will submit their individual presentation title only.
- Each symposium will have fifteen minutes each for four presentations or twenty minutes for three presentations. No Q&A after each presenter concludes; these guidelines are designed to ensure that speakers can present greater depth and breadth of their topic and to promote more discussion at the conclusion of the session.
- The moderators will guide this discussion by focusing on distinct topics raised. Moderators will encourage participants to continue down new paths where applicable.
- The CPDD annual meeting is an accredited meeting, all participants will meet the requirements of accreditation for sessions to be scheduled in the program.
- All speakers in a selected session must register during the early bird registration timeframe to be scheduled in the program.

Mini Symposia
- Mini symposia are forty-five minutes in length and limited to three speakers, each with approximately fifteen minutes to speak, and fifteen minutes of chair or co-chair moderated discussion at the end of the session. (1 hour = 60 minutes)
- A chair and co-chair are required, one of whom should be a CPDD member.
- The chair will submit the overall session title and summary abstract (maximum 250 words).
- Speakers will submit their individual presentation title only.
- The CPDD annual meeting is an accredited meeting, all participants will meet the requirements of accreditation for sessions to be scheduled in the program.
- All speakers in a selected session must register during the early bird registration timeframe to be scheduled in the program.

Workshops
- Workshops are one hour and thirty minutes in length. (1.5 hours = 90 minutes)
- Workshops for the 2023 meeting will be scheduled on Saturday, June 17, 2023.
- Workshops can have two-five speakers; one of the participants must be a CPDD Member.
- A co-chair and discussant are optional.
- The chair will submit the overall session title and summary abstract (maximum 250 words).
- Speakers will submit their individual presentation title only.

- Workshops can consist of data presentations and/or skills-building opportunities and are expected to be more interactive than formal symposia. The chair will decide the speaking format and convey the concept to the speaking team.
- The CPDD annual meeting is an accredited meeting, all participants will meet the requirements of accreditation for sessions to be scheduled in the program.
- All speakers in a selected session must register during the early bird registration timeframe to be scheduled in the program.

Forums
- Forums are one hour in length. (1 hour = 60 minutes)
- Forum topics should be of broad general interest to meeting attendees (e.g., policy issues, funding of research). The chair will decide the speaking format and convey the concept to the speaking team.
- A co-chair and discussant are optional roles.
- The chair will submit the overall session title and summary abstract (maximum 250 words).
- Speakers will submit their individual presentation title only.
- The CPDD annual meeting is an accredited meeting, all participants will meet the requirements of accreditation for sessions to be scheduled in the program.
- All speakers in a selected session must register during the early bird registration timeframe to be scheduled in the program.

General Requirements for ALL Submissions Listed Above:
- Chairs will submit an overall abstract with a maximum of 250 words.
- Due to CME/CE requirements, two learning objectives must also be provided by the chair within all submission types.
- Due to CME/CE requirements, post-test questions must be provided for sessions selected to present during the annual meeting.
- Presenter disclosures must be submitted by individual presenters for applications to be successfully submitted. Submitting chairs are encouraged to follow up with presenters to ensure disclosures are submitted before the due date.
- All presenters will upload their CV with the disclosure statement.
- It is the responsibility of the chair to keep the schedule approved by the Program Committee.
- Presentations are solely for the delivery of information to educate and/or inform members. Presentations cannot be used for advertising, promoting trade names, or reporting product-group messages. Delivery of information outside of approved purposes is prohibited and will be strictly enforced.
- All presenters' and co-authors' disclosures must appear on the first slide of the presentation. Slides will be reviewed in the speaker ready room to ensure compliance.
- Once a session is accepted, changes to the speakers are NOT allowed unless approved by the Program Committee Chair.
- **Participants may only present in one symposia, mini-symposia, workshop, or forum each year. *It is acceptable, however, for an individual who is speaking in a symposium, mini symposium, or workshop to chair a forum.***
- Commercial logos (e.g., Company) are not permitted to appear on meeting materials, including presentation slides.
- Speakers for accepted symposia and mini symposia will be offered a 50% discount on early bird registration pricing. No reimbursements are provided. This rate is for speakers and moderator only; chairs and co-chairs will only receive a discounted rate if they also have a speaker role in a symposium or mini symposium. Discounts are not provided for people presenting in workshops, forums, or other sessions.
- Submissions not accepted for presentation will not automatically be forwarded for consideration of an abstract/oral presentation. Presenters will be required to submit an abstract separately in the online submission platform.
- CPDD does not offer travel financial support of any kind to any presenter.