2025 CALL FOR PROPOSALS

The Program Committee welcomes proposals for Symposia (*Full & Mini*), Forums, and Workshops for the 87th Annual Scientific Meeting. The event is an in-person meeting only, **no** digital participation options for presenters will be offered.

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: Friday, October 18, 2024

**All deadlines occur at 11:59 PM Eastern, U.S.*

Symposia *(Full)*

- Symposia are one hour with thirty minutes of moderated discussion at the end of the session (i.e., 90-min session).
- A chair and co-chair are required.
- Symposia may have no more than four speakers and the chair and/or co-chair will moderate during the final thirty minutes of the session.
- Symposia are scheduled during the regular daily sessions.
- The chair will submit the overall session title and a summary abstract for the session (maximum 2000 characters with spaces).
- Speakers are required to submit their individual titles and disclosures. It is imperative that speakers complete this step as chairs cannot finalize the submission without each speaker's portion submitted first.
- Each symposium will allocate fifteen minutes for four presentations or twenty minutes for three presentations. There will be no Q&A sessions immediately following each presentation. These guidelines are intended to allow speakers to delve deeper into their topics and to encourage a comprehensive discussion at the end of the session.
- The chair or co-chair serving as the moderator, will facilitate constructive discussion by focusing on key topics, asking questions as needed, and managing time to ensure everyone has a chance to participate.

Mini Symposia – Specifications for mini-symposia are the same as those for full symposia with the following exceptions:

- Mini symposia are limited to three speakers.
- Each speaker will have approximately fifteen minutes to speak with no questions between talks, and talks will be followed by fifteen minutes of chair or co-chair moderated discussion at the end of the session (i.e., 60-min session).

Workshops

- Workshops are one hour and thirty minutes in length. (i.e., a 90-min session)
- Workshops for the 2025 meeting will be scheduled on Saturday, June 14, 2025.
- Workshops can have as little as two speakers and up to five speakers.
- A co-chair is an optional role. The chair or co-chair will serve as the moderator.
- The chair will submit the overall session title and summary abstract (maximum 2000 characters with spaces).
- Speakers are required to submit their individual titles and disclosures. It is imperative that speakers complete this step as chairs cannot finalize the submission without each speaker's portion submitted first.
- Workshops should focus on skills-building and problem-solving opportunities related to SUD research and treatment 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.

Forums

- Forums are one hour in length. (i.e., a 75-min session)

- 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 is an optional role. The chair or co-chair will serve as the moderator.
- The chair will submit the overall session title and a summary abstract for the session (maximum 2000 characters with spaces).
- Speakers are required to submit their individual titles and disclosures. It is imperative that speakers complete this step as chairs cannot finalize the submission without each speaker's portion submitted first.

General Requirements for ALL Submissions Listed Above:

- **All speakers in a selected session must register during the early bird registration timeframe to be scheduled in the program.**
- Chairs will submit an overall abstract with a maximum of 2000 characters with spaces.
- The CPDD annual meeting is an accredited meeting. All participants will meet the requirements of accreditation for sessions to be scheduled in the program.
- 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. **Because attendees must pass the post-test with a certain percentage of correct questions, it is suggested that speakers create post-test questions using Radio Buttons with **one** correct answer. However, speakers may create questions with Checkboxes that allow a combination of answers that are correct. Doing this may add a layer of complexity to the post-test for the attendees.*
    - Each Symposium requires 6 questions.
    - Each Mini-Symposium requires 3 questions.
    - Each Oral Communication requires 1 question (per presenter).
    - Each Forum requires 6 questions.
    - Each Workshop requires 6 questions.
- All presenters will upload their CV with the disclosure statement.
- Presenter disclosures must be submitted by individual presenters for applications to be successfully submitted. Submitting chairs should follow up with presenters to ensure disclosures are submitted before the due date.
- 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 or mini-symposia each year. **It is acceptable, however, for an individual who is speaking in a symposium or mini symposium to also speak in a workshop or forum. However, no single person may submit and chair more than one of any of the following formats: symposia, mini-symposia, workshop, and forums. For example, a person cannot submit and chair a forum and a symposium in the same year.***
- 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. Becoming a CPDD member provides membership discounts.
- 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.