

# AAAP Annual Meeting Submission Instructions

Visit <https://aaap.societyconference.com/>

1

Click **'Existing User? Login'** or **'New User? Create an Account'** to begin



2

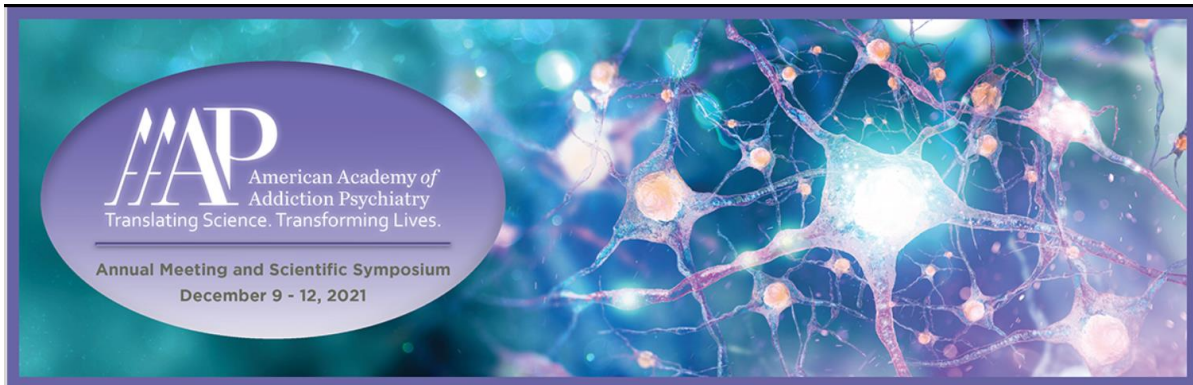
Click into the **'Submissions'** card to access your Submission Dashboard to begin or edit a submission.



# Creating a New Submission

3

This is your **dashboard**. From here you can access existing submissions or create new submissions.

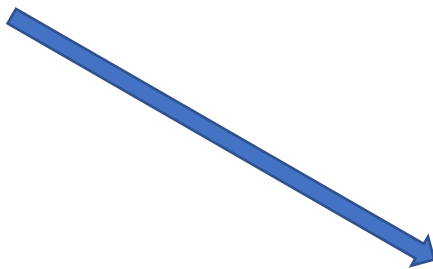


Start a New Scientific Submission



4

Use the dropdown to select your submission type.



Submission Type

Symposium  
Workshop  
Case Conference  
Film and Media Workshop  
Papers/Posters

# Creating a Symposium Submission

As Chair, you will enter the Symposium Title. Once entered, the title will automatically change to title case. You can ignore the auto title case by editing the title a second time.

[Return to Dashboard](#) [Submit Symposium](#)

General **1** Participants **2** Submission **3** Disclosure **4**

[Save and Continue >](#)

## Submission Type

Symposium

**Symposium Description:** Symposia are two (2) hours long, consisting of 3-4 didactic presentations ("Session Topics"), each lasting 20-30 minutes, followed by 30 minutes for audience questions and discussion. Typically, there are 3-4 presenters, possibly including a discussant. In total, there are 90 minutes for 3-4 didactic presentations ("Session Topics"), and 30 minutes for audience questions and discussion, moderated by the Symposium Chairperson. It is very important that ample time at the end is designated for questions and discussion. Symposia at AAAP present and highlight new research relevant to significant problems or gaps in professional/clinical practice.

Type of Session	Symposium	Workshop
Duration	2 Hours	1.5 Hours
Application Deadline	Friday, June 4, 2021	Friday, August 27, 2021
Total Number of Accepted Presentations	4 - 5	24 - 30
Number of Presenters	3 - 4	1 - 3
Process	Didactic Session	Interactive Session
Primary Goal	Present and highlight new research relevant to significant problems or gaps in professional/clinical practice	Engage participants in an interactive learning experience in new concepts/topics and skill development relevant to professional/clinical practice
Status	CLOSED	CLOSED
Submission Guidelines	<a href="#">Symposium Guidelines</a> <a href="#">AAAP Annual Meeting Submission Instructions</a>	<a href="#">Workshop Guidelines</a>

## Symposium Chairperson:

- There will be a designated Symposium Chairperson for each symposium who will be the main point of contact for communication with AAAP staff. Prior to submitting the application, the Chairperson is responsible for ensuring that each presenter:
  - Will be available to present at the time of the Annual Meeting
  - Agrees to their role
  - Discloses any potential conflicts of interest
- If a symposium proposal is accepted, the Chairperson is responsible for contacting all presenters prior to the conference to:
  - Ensure that travel plans are in place (if applicable);
  - Ensure hotel rooms have been secured (if applicable);
  - Relay reminders regarding deadlines for submitting presentations;
  - Review all their materials (PowerPoint and handouts)
- During each symposium, the Chairperson will introduce each session topic and presenter and ensure that the sessions begin and end on time. The Chairperson moderates the question and discussion section.
- Funding:** In this application, you are required to disclose any funding received for the development of the Symposium, and its content (if applicable).
- After you submit this application, you will receive an email from [aaapmeeting@parthenonmgmt.com](mailto:aaapmeeting@parthenonmgmt.com) confirming receipt. If you do not receive the email, please check your email spam/junk folder. If you cannot locate this email, have any questions, or require more information about completing this application, please email [aaapmeeting@parthenonmgmt.com](mailto:aaapmeeting@parthenonmgmt.com).
- Evaluation of Proposals:** Each proposal will be scored and ranked by the Scientific Program Committee (SPC).
- Acceptance of Proposal:** The results of the review process will be provided to applicants by Friday, **July 23, 2021**. The Symposium Chairperson is required to confirm acceptance to [aaapmeeting@parthenonmgmt.com](mailto:aaapmeeting@parthenonmgmt.com) by Friday, **August 6, 2021**.
- If a symposium proposal is accepted, EVERYONE involved in the planning, content development, or presenting of the symposium must disclose any potential financial conflict with an ACCME defined commercial interest which may affect the content of the symposium. Once the acceptance letter is sent, AAAP will send, via email, a link to an online Conflict of Interest form to the chairperson and each presenter. The Chairperson is responsible for ensuring all presenters complete and return the form.

Please refer to the [Symposium Guidelines](#) for additional information.

Please refer to the [AAAP Annual Meeting Submission Instructions](#) for additional information.

Please note you will add your participants involved in this session on Step 2: Participants.

1

## Symposium Title \*

Please enter the title of this symposium. The title must be brief and clearly indicate the nature of the proposal.

# Creating a Symposium Submission

[Return to Dashboard](#) **Submit Symposium**

General

**Participants 2**

Submission 3

Disclosures 4

[< Previous](#) [Save and Continue >](#)

## Enter Participants

In this section, you will add the presenters to your proposed symposium.

When adding presenters, please first use the search fields to identify presenter(s) who have an existing account. Search and last). If your search results do not display the name of the person you are looking for, click 'Add a new participant' accounts.

NOTE: If the Symposium Chair (or Co-chair when applicable) is also presenting a "Session Topic", they should be added

Please refer to the [Symposium Guidelines](#) for additional information.

Please refer to the [AAAP Annual Meeting Submission Instructions](#) for additional information.

	Abstract Admin	Submission Status	Disclosure Status
Chair *	<div>Kara Moeller kmoeller@parthenonmgmt.com</div> <div>remove</div>	<input checked="" type="checkbox"/>	
Presenter *	<div><input type="text"/></div> <div>Search for participant</div> <div>Cannot find the participant? <a href="#">Add a new participant.</a></div>	<input type="checkbox"/>	
Presenter *	<div><input type="text"/></div> <div>Search for participant</div> <div>Cannot find the participant? <a href="#">Add a new participant.</a></div>	<input type="checkbox"/>	
Presenter *	<div><input type="text"/></div> <div>Search for participant</div> <div>Cannot find the participant? <a href="#">Add a new participant.</a></div>	<input type="checkbox"/>	
<div>Add Participant</div>			

☒ Notify me when each participant completes their submission.

Enter your participants by searching for them in the system first. If you cannot find them, you can add them manually by clicking **'Add a new participant'**.

If you would like to change a participant, you can click remove from this screen. This option will be available until submissions close.

Please note the text and icon to the right of each participant. As chair, you can view the status of each presentation and disclosure by clicking these icons.






Once all presentations are 'Submitted' you will be notified to come back here as chair and 'Finalize' the overall submission.

# Creating a Symposium Submission – Overall Submission

Enter your Submission Details in the box. Be sure to read the entirety of what is required. You will have a **10K character limit**, not including spaces.

[Return to Dashboard](#) Submit Symposium

General  Participants  Submission **3** Disclosures 

[< Previous](#) [Save and Continue >](#) [Finalize Submission](#)

Helpful tips for copy and pasting:

Only copy and paste plain text into the below boxes. Graphs and charts are not permitted.

Review your text for embedded formatting such as line breaks. (Please avoid copying from a PDF document.)

Review your text for special characters to ensure they have copied over correctly.

Please refer to the [Symposium Guidelines](#) for additional information.

Please refer to the [AAAP Annual Meeting Submission Instructions](#) for additional information.

**Please note:** You will be unable to finalize the entirety of the submission until ALL participants have completed their portions.

## Summarizing the General Need

Symposia should be presentations of current research and data in salient topics in the field of Addiction Psychiatry that include an examination of the professional/clinical relevance of findings.

## Submission Details

In the space below entitled "Submission Details":

1. Provide a summary abstract describing the proposed program.
2. Introduce your co-presenters briefly.
3. Outline the content of each presentation inclusive of type of study and results, as appropriate.
4. Outline the implication of the findings for professional/clinical practice, research, education and/or policy relevant to Addiction Psychiatry.
5. Identify gaps in knowledge that will be addressed in your symposium.
6. Address how much of the content will be a relevant systematic review of the topic, original research by the presenter, and/or new or current findings.

1

## Submission Details \*

10000 of 10000 characters remaining

## Writing Educational Learning Objectives

Learning objectives should be clearly stated, measurable, and aligned with desired change. Learning

When all questions are completed, please click the yellow button 'Save and Continue'.

# Creating a Symposia Submission – Individual Submission

As you correctly respond to each question the numbers will change to a green fill.

*If the numbers are red, you need to complete the question.*

When all questions are completed, please click ‘Save and Continue’.

Return to Dashboard

Submit Symposium

General

Participants

Submission

Disclosures

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4

Previous

Save and Continue

Submit Abstract

Helpful tips for copy and pasting:

Only copy and paste plain text into the below boxes. Graphs and charts are not permitted.

Review your text for embedded formatting such as line breaks. (Please avoid copying from a PDF document.)

Review your text for special characters to ensure they have copied over correctly.

Please refer to the [Symposium Guidelines](#) for additional information.

Please refer to the [AAAP Annual Meeting Submission Instructions](#) for additional information.

1

Individual Presentation Title \*

Please enter the title of your individual presentation.

2

Individual Abstract \*

Please enter a brief description of your individual presentation. There is a maximum character limit of 3200, not including spaces.

3200 of 3200 characters remaining

3

Co-Authors

Enter co-authors for your presentation (limit 25). Use the up and down arrows to change the author order if necessary.

Search for co-authors to be added. If co-author is not found, then enter directly in the table below.

Search for co-author

Order	Presenter	First Name *	Last Name *	Affiliation *
1		Kara	Moeller	Parthenon Manage

# Completing the Disclosure

The disclosure must be completed by **ALL** participants. You can access the disclosure by progressing through the submission naturally or by clicking 'Disclosures' at the top.

As you correctly respond to each question the numbers will change to a green fill.

*If the numbers are red, you need to complete the question.*

When all questions are completed, please click '**Save**' or click '**Submit Abstract**' to complete your submission.

## Financial Relationships

### Definition of Financial Relationship...

Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria for promotional speakers' bureau, ownership interest (e.g. stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ACCME considered relationships of the person involved in the CME activity to include financial relationships of a spouse or partner.

Contracted research includes research funding where the institution gets the grant and manages the fund and the person is the principal or named investigator on the grant.

There is no minimum dollar amount for relationships.

### Definition of Commercial Interest...

A *commercial interest* is any entity producing, marketing, re-selling, or distributing health care goods or

1

### Disclosure \*

After having read the above definitions, in the **past 12 months**, have you had a financial relationship with any commercial interest?

- ☐ Yes, I do have financial relationship(s) to disclose.
- ☒ No, I have nothing to disclose.

2

### Non-ACCME Defined Commercial Interest \*

Have you received funding for research or development from a source that is NOT an ACCME-defined commercial interest (Example: Government grant, NIH institute, Foundation)?

- ☒ Yes
- ☐ No



# Creating a Workshop Submission

As Chair, you will enter the Workshop Title.

Once entered, the title will automatically change to title case. You can ignore the auto title case by editing the title a second time.

[Return to Dashboard](#) **Submit Workshop**

General **1** Participants **2** Submission **3** Disclosure **4**

[Add Participants >](#)

Submission Type

Workshop

**Workshop Description:** Workshops are 90-minute sessions which emphasize an interactive skills development process around a specific topic. The emphasis will be on audience participation in engaging discussions, skill-building exercises, innovative techniques for participating, etc. Participation in workshops should impact attendees' teaching, clinical policy and/or administrative work. This application is designed to describe what learners will gain from participating in your proposed workshop as well as the resources that will be used for planning, presenting, and evaluating the activity's effectiveness in changing learner knowledge, competence, performance and/or patient outcomes. Successful workshops at AAP typically include presentations focused on a substantial body of empirical research and the relevance of that research to professional practice.

Type of Session	Symposium	Workshop
Duration	2 Hours	1.5 Hours
Application Deadline	Friday, June 4, 2021	Friday, August 27, 2021
Total Number of Accepted Presentations	4 - 6	24 - 30
Number of Presenters	3 - 4	1 - 3
Process	Didactic Session	Interactive Session
Primary Goal	Present and highlight new research relevant to significant problems or gaps in professional/clinical practice	Engage participants in an interactive learning experience in new concepts/topics and skill development relevant to professional/clinical practice
Status	OPEN	CLOSED
Submission Guidelines	<a href="#">Symposium Guidelines</a> <a href="#">AAP Annual Meeting Submission Instructions</a>	<a href="#">Workshop Guidelines</a> <a href="#">AAP Annual Meeting Submission Instructions</a>

## Workshop Chairperson:

- There will be a designated Chairperson for each workshop who will be the main point of contact for communication with AAP staff. Prior to submitting the application, the Chairperson is responsible for ensuring that each presenter:
  - Will be available to present at the time of the Annual Meeting
  - Agrees to their role
  - Discloses any potential conflicts of interest
- If a workshop proposal is accepted, the Chairperson is responsible for contacting all presenters prior to the conference to:
  - Ensure that travel plans are in place (if applicable)
  - Ensure hotel rooms have been secured (if applicable)
  - Relay reminder regarding deadlines for submitting presentations
- During each workshop, the Chairperson will introduce each session topic and presenter and ensure that the sessions begin and end on time.
- Funding:** In this application, you must disclose the funding source, (i.e. the funding which was received for the development of the workshop (if applicable)).
- After you submit this application, you will receive an email from [aapmeeting@parthenonmgmt.com](mailto:aapmeeting@parthenonmgmt.com) confirming receipt. If you do not receive the email, please check your email/spam/junk folder. If you cannot locate this email, have any questions, or require more information about completing this application, please email [aapmeeting@parthenonmgmt.com](mailto:aapmeeting@parthenonmgmt.com).
- Evaluation of Proposals:** Each proposal will be scored and ranked by the Scientific Program Committee (SPC) reviewers and then reviewed and selected by the entire SPC.
- Acceptance of Proposals:** The results of the review process will be provided to applicants by Friday, August 13, 2021. The Chairperson is required to confirm acceptance to [aapmeeting@parthenonmgmt.com](mailto:aapmeeting@parthenonmgmt.com) by Friday, August 27, 2021.

In this application, please indicate how your proposed workshop meets the following goals:

- Presentation of up-to-date data, empiric studies relevant to health professionals practicing in the field of Addiction Psychiatry and medicine, and clinical relevance of findings.
- Support AAP strategic priorities by providing quality interprofessional educational opportunities for healthcare teams.
- Clearly articulate learning objectives as markers of enhanced learner competence, performance, and/or patient outcomes. These learning objectives should reflect identified gaps in professional/clinical practice, needs for further education and how the educational session will address those gaps and educational needs.
- Align with nationally accepted [Joint Accreditation Council](#) standards and guidelines.

Please refer to the [Workshop Guidelines](#) for additional information.

Please refer to the [AAP Annual Meeting Submission Instructions](#) for additional information.

Please note you will add your participants involved in this session on Step 2: Participants.

**1** Workshop Title +  
Please enter the title of this workshop. The title must be brief and clearly indicate the nature of the proposal.

Click add participants at the top to continue on to the next step.



# Creating a Workshop Submission

[Return to Dashboard](#) **Submit Workshop**

General **Participants 2** Submission 3 Disclosures 4

[< Previous](#) [Save and Continue >](#)

## Enter Participants

In this section, you will add the presenters to your proposed workshop (if applicable)

When adding presenters, please first use the search fields to identify presenter(s) who have an existing account. Search and last). If your search results do not display the name of the person you are looking for, click 'Add a new participant' accounts.

NOTE: If the Workshop Chair (or Co-chair when applicable) is also presenting a "Session Topic", they should be added as a Participant.

Please refer to the [Workshop Guidelines](#) for additional information.

Please refer to the [AAAP Annual Meeting Submission Instructions](#) for additional information.

		Abstract Admin	Submission Status	Disclosure Status
Chair *	<div>Kara Moeller kmoeller@parthenonmgmt.com</div> <div>remove</div>	<input checked="" type="checkbox"/>	Not Started	Not Started
Co-Chair	<div><input type="text"/></div> <div>Search for participant</div> <div>remove</div> <div>Cannot find the participant? <a href="#">Add a new participant.</a></div>	<input type="checkbox"/>	Not Started	Not Started
Presenter	<div><input type="text"/></div> <div>Search for participant</div> <div>remove</div> <div>Cannot find the participant? <a href="#">Add a new participant.</a></div>	<input type="checkbox"/>	Not Started	Not Started
Presenter	<div><input type="text"/></div> <div>Search for participant</div> <div>remove</div> <div>Cannot find the participant? <a href="#">Add a new participant.</a></div>	<input type="checkbox"/>	Not Started	Not Started
<div>Add Participant</div>				

☒ Notify me when each participant completes their submission.

Enter your participants by searching for them in the system first. If you cannot find them, you can add them manually by clicking '**Add a new participant**'.

If you would like to change a participant, you can click remove from this screen. This option will be available until submissions close.

Please note the text and icon to the right of each participant. As chair, you can view the status of each presentation and disclosure by clicking these icons.



Once all presentations are 'Submitted' you will be notified to come back here as chair and 'Finalize' the overall submission.

# Creating a Workshop Submission – Overall Submission

Enter your Submission Details in the box. Be sure to read the entirety of what is required.

**Please note:** You will be unable to finalize the entirety of the submission until ALL participants have completed their portions.

When all questions are completed, please click the yellow button 'Save and Continue'.

[Return to Dashboard](#) **Submit Workshop**

General

Participants

Submission **3**

Disclosures

[< Previous](#) [Save and Continue >](#) [Submit Abstract](#)

Helpful tips for copy and pasting:

Only copy and paste plain text into the below boxes. Graphs and charts are not permitted.

Review your text for embedded formatting such as line breaks. (Please avoid copying from a PDF document.)

Review your text for special characters to ensure they have copied over correctly.

Please refer to the [Workshop Guidelines](#) for additional information.

Please refer to the [AAAP Annual Meeting Submission Instructions](#) for additional information.

## Workshop Overview

Workshop applications are designed to describe what learners will gain from participating in your proposed session as well as the resources that will be used for planning, presenting, and evaluating the activity's effectiveness in changing learner knowledge, competence, performance and/or patient outcomes. Successful workshops at AAAP typically include presentations focused on substantial body of empirical research and the relevance of that research to professional practice.

1

### Brief Summary of Overall Workshop \*

Describe the workshop in 250 words or less.

250 of 250 words remaining

## Workshop Goals

1. Presentation of up-to-date data, empiric studies relevant to health professionals practicing in the field of Addiction Psychiatry and medicine, and clinical relevance of findings.
2. Support AAAP strategic priorities by providing quality interprofessional educational opportunities for healthcare teams.
3. Clearly articulate learning objectives as markers of enhanced learner competence, performance, and/or patient outcomes. These learning objectives should reflect identified gaps in professional/clinical practice, needs for further education and how the educational session will address those gaps and educational needs.
4. Align with nationally accepted Joint Accreditation Council standards and guidelines

2


Please indicate how your proposed workshop meets the above goals: \*

# Creating a Workshop Submission – Individual Submission


As you correctly respond to each question the numbers will change to a green fill.


*If the numbers are red, you need to complete the question.*

When all questions are completed, please click ‘Save and Continue’.

 Return to Dashboard


Submit Workshop


General 


Participants 

Submission **3**

Disclosures **4**

 Previous

Save and Continue 

 Submit Abstract

Helpful tips for copy and pasting:  
Only copy and paste plain text into the below boxes. Graphs and charts are not permitted.  
Review your text for embedded formatting such as line breaks. (Please avoid copying from a PDF document.)  
Review your text for special characters to ensure they have copied over correctly.

Please refer to the [Workshop Guidelines](#) for additional information.  
Please refer to the [AAAP Annual Meeting Submission Instructions](#) for additional information.

**1** Individual Presentation Title \*

Please enter the title of your individual presentation.

**2** Individual Abstract \*

Please enter a brief description of your individual presentation. There is a maximum character limit of 3200, not including spaces.

3200 of 3200 characters remaining

**3** Presenter Biography \*

Please enter a short bio, this bio will be published online.

5000 of 5000 characters remaining

**4** Profile Image \*

Please upload a high quality digital photo (PNG, JPG, JPEG, GIF).

# Creating a Film and Media Workshop Submission

As Chair, you will enter the Film and Media Workshop Title. Once entered, the title will automatically change to title case. You can ignore the auto title case by editing the title a second time.

[Return to Dashboard](#) **Submit Film and Media Workshop**

General

Participants

Submission 3

Disclosures

[Save and Continue >](#) [Submit Abstract](#)

## Submission Type

Film and Media Workshop

The overall goal of the Film and Media Workshop is to use film or media to enhance the teaching of Addiction Medicine. The presentation should promote lively and thoughtful discussion regarding issues relevant to patients with substance use disorder. The portrayal of addiction in the film or media presentation from a cultural, historical, and/or clinical perspective between clinical and media portrayals of addictive disorders and their treatment.

**Dates:** The Annual Meeting will run from December 9-12, 2021. The date of the Film and Media Workshop during the meeting is available.

**Who can apply?** Any member of the addiction treatment community.

## Schedule/Length of Time:

Two to three hours divided as follows:

- Approximately 20 minutes: Introductory presentation, highlighting principles and topics raised in the film or media presentation. It is encouraged, but not essential, for a trainee (medical student, resident, or fellow) to make this presentation. Three multiple choice questions will be part of this presentation.
- One to two hours: Film or media presentation
- Approximately 20-30 minutes: Discussion of the film or media presentation, in general, and how it did or did not

By completing this application, you understand and agree to the following: If your application is approved, \*

1. All future requested information will be provided in a timely manner.
2. All PowerPoint slides, outlines, and educational materials for the presentation must be received from all presenters by the assigned due date, the educational quality of the presentation will be in jeopardy if materials are not received by the assigned due date, the educational quality of the presentation will be in jeopardy and an alternate presentation may be selected.
3. The chairperson will combine and organize each presenter's materials into one coherent workshop PowerPoint presentation.
4. If your self-assessment questions do not meet these guidelines described in this application, your application for acceptance can be finalized.
5. The chairperson, moderator (if different than chairperson) and each presenter will complete the AAAP Conflict of Interest information provided is correct to the best of their knowledge.
6. Your full compliance with AAAP's expectations on disclosure of financial relationships with an ACCME-defined activity.
7. If at any point AAAP feels that your presentation compromises our program's integrity, AAAP may decide to withdraw your presentation.
8. If at any point AAAP feels that compliance with our policies has not been demonstrated, AAAP may decide to withdraw your presentation.

Please refer to the [Film and Media Workshop Guidelines](#) for additional information.

1

## Workshop Title \*

Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.

Test

19 of 20 words remaining

# Creating a Film and Media Workshop Submission

[Return to Dashboard](#) Submit Film and Media Workshop

General Participants Submission 3 Disclosures

[< Previous](#) [Save and Continue >](#) [Submit Abstract](#)

## Participants

In this section, you will add the presenters to your proposed film and media workshop.

When adding presenters, please first use the search fields to identify presenter(s) who have an existing account. Searches should include first and last name. If your search results do not display the name of the person you are looking for, click 'Add a new participant'. This function will add a new account.

NOTE: If the Film and Media Workshop Chair is also presenting, they should be added as a presenter under Step 2: Participants.

Please refer to the [Film and Media Workshop Guidelines](#) for additional information.

	Abstract Admin	Submission Status	Edit Submission	Disclosure Status
Chair*	<div>Kara Moeller kmoeller@parthenonmgmt.com</div> <a href="#">remove</a>	<input checked="" type="checkbox"/>		
Presenter	<div>Michelle Wilson michellew@aaap.org</div> <a href="#">remove</a>	<input type="checkbox"/>		
<div>Add Participant</div>				

☒ Notify me when each participant completes their submission.

Enter your participants by searching for them in the system first. If you cannot find them, you can add them manually by clicking **'Add a new participant'**.

If you would like to change a participant, you can click remove from this screen. This option will be available until submissions close.

Please note the text and icon to the right of each participant. As chair, you can view the status of each presentation and disclosure by clicking these icons.



Once all presentations are 'Submitted' you will be notified to come back here as chair and 'Finalize' the overall submission.

# Creating a Film and Media Workshop – Overall Submission

Enter your Submission Details in the box. Be sure to read the entirety of what is required.

**Please note:** You will be unable to finalize the entirety of the submission until ALL participants have completed their portions.

When all questions are completed, please click the yellow button 'Save and Continue'.

[Return to Dashboard](#) Submit Film and Media Workshop

General Participants Submission **3** Disclosures

[< Previous](#) [Save and Continue >](#) [Submit Abstract](#)

1

Title of film or other visual media presentation \*

2

Background \*

Describe the relevance of the topic. Identify gaps in practice (competence, knowledge, or performance) you want to address. How do you think this information will enhance a clinician's practice?

2000 of 2000 characters remaining

3

Summary \*

Please provide a brief summary of your film or media presentation, including the didactic slide presentation preceding it, and the goals of the subsequent discussion.

4000 of 4000 characters remaining

4

Briefly highlight which aspects of the film or media presentation make it especially compelling for discussion by an audience of substance use clinicians and academics. \*

2000 of 2000 characters remaining

5

Due to the 2021 Meeting being virtual, please indicate that you are able to present via webcast or another similar mechanism. \*

☐ Yes, I'm available.

☐ No, I'm not available.



# Creating a Film and Media Workshop—Individual Submission

As you correctly respond to each question the numbers will change to a green fill.

*If the numbers are red, you need to complete the question.*

When all questions are completed, please click **'Save and Continue'**.

[Return to Dashboard](#) **Submit Film and Media Workshop**

General

Participants

**Submission 3**

Disclosures

[< Previous](#) [Save and Continue >](#) [Submit Abstract](#)

1

**Presenter Biography \***  
Please enter a short bio, this bio will be published online.  
  
5000 of 5000 characters remaining

2

**Profile Image \***  
Please upload a high quality digital photo (PNG, JPG, JPEG, GIF).  
[Upload](#)   
max file size: 8 MB

3

**By completing this application, you understand and agree to the following: If your application is approved, \***  

1. All future requested information will be provided in a timely manner.
2. All PowerPoint slides, outlines, and educational materials for the presentation must be received from all presenters by **September 21st, 2021**. If materials are not received by the assigned due date, the educational quality of the presentation will be in jeopardy. As such, the symposium is subject to removal and an alternate presentation may be selected.
3. The chairperson will combine and organize each presenter's materials into one coherent workshop PowerPoint presentation (slide deck).
4. If your self-assessment questions do not meet these guidelines described in this application, you will be asked to revise your questions before your acceptance can be finalized.
5. The chairperson, moderator (if different than chairperson) and each presenter will complete the AAAP Conflict of Interest Form, and attest that the information provided is correct to the best of their knowledge.
6. Your full compliance with AAAP's expectations on disclosure of financial relationships with an ACCME-defined commercial interest is expected.
7. If at any point AAAP feels that your presentation compromises our program's integrity, AAAP may decide to withdraw your presentation.
8. If at any point AAAP feels that compliance with our policies has not been demonstrated, AAAP may decide not to award educational credit to your presentation.

  
Enter your signature **'Michelle Wilson'** in the field above.  
Note: You may update your signature in your User Profile. Click on 'Return to Dashboard' above, and then go to 'Edit Profile' in the top-right corner of the Dashboard.

4

**Consent of Release of Rights \***  
The American Academy of Addiction Psychiatry ("AAAP") may make a video recording of your presentation during the 2021 AAAP Meeting. In consideration of the decision by AAAP to include the video recording of your presentation during the 2021 AAAP Meeting in its historical archives, and to make copies of that video recording available for educational purposes only (including posting on the AAAP website), the sufficiency and receipt of such consideration are hereby acknowledged, you agree as follows:

# Creating a Case Conference Submission

As the submitter, you will enter the Case Conference Title. Once entered, the title will automatically change to title case. You can ignore the auto title case by editing the title a second time.

[Return to Dashboard](#) [Submit Case Conference](#)

General

Participants

Submission 3

Disclosures

[Save and Continue >](#) [Submit Abstract](#)

## Submission Type

Case Conference

The overall goal of the Case Conference is to promote lively and thoughtful discussion regarding the clinical management of patients with mental and behavioral disorders. A compelling case that touches on numerous relevant and current issues in such management serves as the basis for discussion.

By completing this application, you understand and agree to the following: If your application is approved, \*

1. All future requested information will be provided in a timely manner.
2. All PowerPoint slides, outlines, and educational materials for the presentation must be received from all presenters. If materials are not received by the assigned due date, the educational quality of the presentation will be in jeopardy and subject to removal and an alternate presentation may be selected.
3. The chairperson will combine and organize each presenter's materials into one coherent case conference PowerPoint presentation.
4. If your self-assessment questions do not meet these guidelines described in this application, your application for acceptance can be finalized.
5. The chairperson, moderator (if different than chairperson) and each presenter will complete the AAAP Confidentiality Agreement. The information provided is correct to the best of their knowledge.
6. Your full compliance with AAAP's expectations on disclosure of financial relationships with an ACCME-defined commercial entity.
7. If at any point AAAP feels that your presentation compromises our program's integrity, AAAP may decide to withdraw your presentation.
8. If at any point AAAP feels that compliance with our policies has not been demonstrated, AAAP may decide to withdraw your presentation.

Please refer to the [Case Conference Guidelines](#) for additional information.

1

## Case Title \*

Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.

Test

19 of 20 words remaining

# Creating a Case Conference Submission

[Return to Dashboard](#) Submit Case Conference

General ☒ Participants ☒ Submission 3 Disclosures ☒

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## Participants

Early Career and Student applicants who have a senior staff member advising them regarding this case conference, please list

If you have discussants in mind for your presentation, please list them here as well. If you do not have discussants, AAAP will

	Abstract Admin	Submission Status	Disclosure Status
Presenter *	<div>Kara Moeller kmoeller@parthenonmgmt.com</div> <div>remove</div>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Co-Chair	<div><input type="text"/></div> <div>Search for participant</div> <div>remove</div>	<input type="checkbox"/>	<input type="checkbox"/>
Discussant	<div><input type="text"/></div> <div>Search for participant</div> <div>remove</div>	<input type="checkbox"/>	<input type="checkbox"/>

Cannot find the participant? [Add a new participant.](#)

[Add Participant](#)

☒ Notify me when each participant completes their submission.

Enter your participants by searching for them in the system first. If you cannot find them, you can add them manually by clicking **'Add a new participant'**.

If you would like to change a participant, you can click remove from this screen. This option will be available until submissions close.

Please note the text and icon to the right of each participant. As chair, you can view the status of each presentation and disclosure by clicking these icons.



Once all presentations are 'Submitted' you will be notified to come back here as chair and 'Finalize' the overall submission.

# Creating a Case Conference Submission

Enter your Submission Details in the box. Be sure to read the entirety of what is required.

**Please note:** You will be unable to finalize the entirety of the submission until ALL participants have completed their disclosures.

When all questions are completed, please click the yellow button 'Save and Continue'.

[Return to Dashboard](#) **Submit Case Conference**

General Participants Submission **3** Disclosures

[< Previous](#) [Save and Continue >](#) [Submit Abstract](#)

## Helpful tips for copy and pasting:

Only copy and paste plain text into the below boxes. Graphs and charts are not permitted.

Review your text for embedded formatting such as line breaks. (Please avoid copying from a PDF document.)

Review your text for special characters to ensure they have copied over correctly.

Please refer to the [Case Conference Guidelines](#) for additional information.

Please provide a brief summary of an actual, not composite, case involving substance use.

1. Identifying information should be changed.
2. Please do not provide scholarly information, but only the case information.
3. Conventional case presentation format should be used (e.g.: Chief Complaint, History of Present Illness, Family History, Past Treatment, Hospital or Treatment Course, Follow Up if available).
4. Briefly highlight which aspects of the case make it especially compelling for discussion by an audience of substance use clinicians and academics.

In the next question, you will be asked to formulate those aspects into specific details.

1

### Summary \*

Please provide a brief summary of an actual, not composite, case involving substance use. Please review the instructions above before submitting.

4000 of 4000 characters remaining

2

### Questions \*

Please formulate 3 questions about the case that will be posed by the presenter(s) to the audience to stimulate discussion.

2000 of 2000 characters remaining

3

Due to the 2021 Meeting being virtual, please indicate that you are able to present via webcast or another similar mechanism. \*

- ☐ Yes, I'm available.
- ☐ No, I'm not available.

4

### Biography \*

Please enter a short bio, this bio will be published online.

2000 of 2000 characters remaining

# Creating a Paper/Poster Submission

As the submitter, you will enter the Case Conference Title. Once entered, the title will automatically change to title case. You can ignore the auto title case by editing the title a second time.

[Return to Dashboard](#) **Submit Papers/Posters**

General

Participant

Submission

Disclosures

Save and Continue

Submit Abstract

**Submission Type**  
Papers/Posters

**Paper/Poster Abstract Differences:**

Paper Presentations offer an opportunity to briefly present research findings and/or data on clinical experiences. These presentations include an additional 2-3 minute question/answer period.

Paper submissions should be organized under the following headings:

- Background:** Describe the relevance of the topic.
- Methods:** Provide a description of the methods used: study design, setting, population, measures, and analytic procedure.
- Results:** Describe the results to support the conclusions.
- Conclusions:** State the implications of the findings for clinical practice, research, education, and/or policy.
- Scientific Findings:** Provide the scientific significance of your findings.
- Summary:** Provide a summary describing the proposal.
- Faculty:** Identify all faculty (including planners and developers) involved in preparing your presentation.

Papers that have been published or accepted for publication either in article or abstract form prior to the submission deadline will be considered for publication, even if appearing before the meeting, are not eligible for abstract publication consideration in their final, accepted form. We encourage you to share this information with your institution as an additional potential promotional opportunity for your important work.

Paper abstracts that are not accepted as papers can be considered as a poster abstract.

Posters are displayed during the virtual conference. You may be invited to host an informal discussion about your work. All AAAP's Annual Meeting and Scientific Symposium will be eligible for abstract publication consideration in their final, accepted form. This will provide greater exposure for your research, particularly among mainstream media and in the scientific community. We encourage you to share this information with your institution as an additional potential promotional opportunity for your important work.

- The AJA is one of the benefits included with AAAP membership and is available via paid subscription for non-members.

**Poster Information:**

- Prior to submitting the application, the lead submitter is responsible for ensuring that each presenter is available and agrees to present.
- The lead submitter understands that AAAP may decide not to award credit to this presentation if at any point AAAP feels the presentation is not of sufficient quality.

If your submission is accepted for a paper or poster, you are expected to register and attend the conference. **There is no discount** for submitting a paper or poster.

Please refer to the [Paper/Poster Guidelines](#) for additional information.

1

**Submission Title \***

Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.

# Creating a Paper/Poster Submission

The submitting author will automatically be listed as the presenting author, unless notified otherwise.

**NOTE:** You will add your co-authors in the co-author block on Step 3: Submission.

[Return to Dashboard](#) Submit Papers/Posters

General

Participants

Submission 3

Disclosures

[< Previous](#) [Save and Continue >](#) [Submit Abstract](#)

## Participants

The submitting author will automatically be listed as the presenting author, unless notified otherwise.

**NOTE:** You will add your co-authors in the co-author block on Step 3: Submission.

		Abstract Admin	Submission Status	Disclosure Status
Presenter <sup>*</sup>	<div>Kara Moeller kmoeller@parthenonmgmt.com</div> <a href="#">remove</a>	<input checked="" type="checkbox"/>	 Not Started	 Not Started



# Creating a Paper/Poster Submission

Enter your Submission Details in the box. Be sure to read the entirety of what is required.

**Please note:** You will be unable to finalize the entirety of the submission until ALL participants have completed their disclosures.

When all questions are completed, please click the yellow button **'Save and Continue'**.

[Return to Dashboard](#) **Submit Papers/Posters**

General

Participants

**Submission 3**

Disclosures

[< Previous](#) [Save and Continue >](#) [Submit Abstract](#)

Helpful tips for copy and pasting:  
Only copy and paste plain text into the below boxes. Graphs and charts are not permitted.  
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Review your text for special characters to ensure they have copied over correctly.

Please refer to the [Paper/Poster Guidelines](#) for additional information.

1

**Paper or Poster Presentation \***  
Would you like to submit this for review as a paper only, paper or poster, or poster only?  
  
☐ Paper Only  
☐ Paper or Poster  
☐ Poster Only

2

**Summary \***  
Describe the proposed activity and state the implications of the findings for clinical practice, research, education, and/or policy.  
  

1000 of 1000 characters remaining

The questions following the above will ask you to breakdown your summary.

3

**Background \***  
Describe the relevance of the topic. Identify gaps in practice (competence, knowledge, or performance) you want to address. How do you think this information will enhance a clinician's practice?  
  

500 of 500 characters remaining

**Educational Objectives**  
Activity objectives should be clearly stated, measurable, and aligned with desired change. Learning objectives should reflect the identified gaps in practice, and the expected outcomes of participation in the paper presentation; expected outcomes should consider what knowledge, skills or impact on patient outcomes will result from participation. Learn more about writing educational objectives [here](#).

4

**Objectives \***  
Please list at least 3 brief learning objectives below.  
  

2000 of 2000 characters remaining

# Completing the Disclosure

The disclosure must be completed by ALL participants. You can access the disclosure by progressing through the submission naturally or by clicking 'Disclosures' at the top.

As you correctly respond to each question the numbers will change to a green fill.

*If the numbers are red, you need to complete the question.*

When all questions are completed, please click '**Save**' or click '**Submit Abstract**' to complete your submission.

## Financial Relationships

### Definition of Financial Relationship...

Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria for promotional speakers' bureau, ownership interest (e.g. stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ACCME considered relationships of the person involved in the CME activity to include financial relationships of a spouse or partner.

*Contracted research* includes research funding where the institution gets the grant and manages the fund and the person is the principal or named investigator on the grant.

There is no minimum dollar amount for relationships.

### Definition of Commercial Interest...

A *commercial interest* is any entity producing, marketing, re-selling, or distributing health care goods or

1

### Disclosure \*

After having read the above definitions, in the **past 12 months**, have you had a financial relationship with any commercial interest?

- ☐ Yes, I do have financial relationship(s) to disclose.
- ☒ No, I have nothing to disclose.

2

### Non-ACCME Defined Commercial Interest \*

Have you received funding for research or development from a source that is NOT an ACCME-defined commercial interest (Example: Government grant, NIH institute, Foundation)?

- ☒ Yes
- ☐ No

# Editing an Existing Submission

Click the title that corresponds to the submission role and type. For example, to access the Symposium role, click the title of the submission next to the 'Chair' role.

## Call for Annual Meeting Submissions

You are invited to submit a proposal for the 32<sup>nd</sup> American Academy of Addiction Psychiatry Annual Meeting and Scientific Symposia being held virtually December 9-12, 2021.

Before submitting your application, please note the difference between an AAAP Symposium and Workshop. Please select the appropriate application for your presentation.

Type of Session	Symposium	Workshop
Duration	2 Hours	1.5 Hours
Application Deadline	Friday, June 4, 2021	Friday, August 27, 2021
Total Number of Accepted Presentations	4 - 5	24 - 30
Number of Presenters	3 - 4	1 - 3
Process	Didactic Session	Interactive Session
Primary Goal	Present and highlight new research relevant to significant problems or gaps in professional/clinical practice	Engage participants in an interactive learning experience in new concepts/topics and skill development relevant to professional/clinical practice
Status	CLOSED	CLOSED
Submission Guidelines	<a href="#">Symposium Guidelines</a> <a href="#">AAAP Annual Meeting Submission Instructions</a>	<a href="#">Workshop Guidelines</a>

Start a New Scientific Submission



Click on abstract title below to update and submit individual and supporting abstracts.

Status	My Submissions	Type	Role
 Not Started	<a href="#">Managing Stress</a>	Symposium	Co-Chair
 Not Started	<a href="#">Mw Test 3</a>	Symposium	Presenter