

AAAP Annual Meeting Submission Instructions

Start by visiting <http://aaap.societyconference.com/>

- Under ACTIONS click 'EXISTING USER? LOG IN' or 'NEW USER? CREATE AN ACCOUNT'



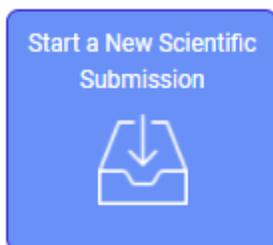
- Once logged in, the Submissions Card will appear (pictured to the right) click into Submissions and then click the 'Access Submissions Dashboard'.



Access Submissions Dashboard

- This is your Dashboard.

From here you can access exiting submissions or create new ones. Find the 'Start New Scientific Submission' button to begin your submission.



33rd AAAP Annual Meeting
and Scientific Symposium
December 8-11, 2022 | Naples, FL

Call for Annual Meeting Submissions

You are invited to submit a proposal for the 33rd American Academy of Addiction Psychiatry Annual Meeting and Scientific Symposium being held virtually December 8-11, 2022.

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	File & Media Workshop	Case Conference	Papers/Poster
Duration	2 Hours	1.5 Hours	TBD Based on Submission	1.5 Hours	Papers approx. 10 min
Application Deadline	March 6, 2022	June 1, 2022	July 1, 2022	August 1, 2022	June 22, 2022
Total # of Accepted Presentations	4 or 5	24 to 30	1 or 2	1	8 to 10 / unlimited
Number of Presenters	3 or 4	1 to 3	1 to 3	1 plus discussors	1
Process	Didactic Session	Interactive Session	Interactive Session	Didactic Session	Interactive / Didactic 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	Discuss the portrayal of addiction in the film or media presentation from a cultural, historical, and/or clinical perspective	Promote lively and thoughtful discussion regarding the clinical management of patients with substance use disorders	Briefly present research findings and/or data on clinical experiences
Status	Opens February 4, 2022	Opens March 15, 2022	Opens April 15, 2022	Opens May 23, 2022	Opens March 15, 2022
Submission Guidelines	Symposium Guidelines AAAP Annual Meeting Submission Instructions	Workshop Guidelines AAAP Annual Meeting Submission Instructions	File and Media Guidelines AAAP Annual Meeting Submission Instructions	Case Conference Guidelines AAAP Annual Meeting Submission Instructions	Papers/Posters Guidelines AAAP Annual Meeting Submission Instructions

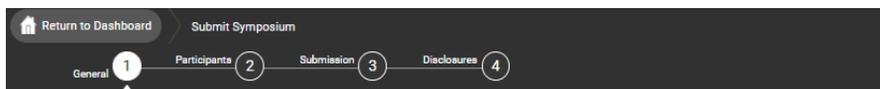
Start a New Scientific Submission

Submission Type

Poster
Symposium
Workshop

4. Use the dropdown to select your submission type

5. After you select your 'Submission Type' it will take you to Step 1, and the following page will appear with a description and instructions. Be sure to read through these details carefully, as completing your submission means that you have read and agree to the terms and conditions.



Submission Type

Symposium

Symposium Description:

- Highlight new research relevant to significant problems or gaps in professional/clinical practice providing learners with resources to take back to their clinical practice.
- Allotted no more than two hours total time consisting of:
 - 3 – 4 presentations for no more than 90 minutes total
 - At least 30 minutes for audience Q and A. *Note: Adequate time for Q and A is required for CE accreditation.*
 - All presenters are expected to present in person in Naples, Florida on December 8-11, 2022. In addition, we are requesting all presenters (a minimum of one required) be available for a subsequent 20 minute Q&A held for a virtual audience. Additional details to come.

Symposium Chairperson:

Each symposium will have one designated chairperson who will be the main point of contact for AAAP and who is responsible for the following:

- Ensure each presenter meets all deadlines and requests from AAAP staff in a timely manner.
- Verify that each presentation includes the disclosure slide provided by AAAP.
- Confirm that all presenters adhere to the [Standards for Integrity and Independence in Accredited Continuing Education](#) and related AAAP policies, including that the symposium:
 1. Presents learners with only accurate, balanced, scientifically justified recommendations, and
 2. Protects learners from promotion, marketing, and commercial bias
- Confirm that each presenter can be present in Naples, Florida for the live presentation December 8-11, 2022.
- Confirm that each presenter has made their hotel and travel arrangements by November 1 (if applicable).
- Make sure each presenter has registered for the conference. One day registration is available for non-AAAP members who are presenting.
- Additional Symposium Chairperson expectations for during the conference will be provided if your Symposium is accepted.

Submission Process:

- Funding: In this application, you are required to disclose any funding received for the development of the Symposium, and its content (if applicable).
- Documents required for submission: The Symposium Chairperson is responsible for completing the submission form for the entire proposed Symposium.
- COI: Conflict of Interest forms must be completed by the chairperson and all presenters BEFORE the application is reviewed for preliminary acceptance by the AAAP SPC. Individual presenters will receive an email from pmg@aaap.org with instructions on completing their Conflict of Interest form. The Symposium Chairperson is responsible for ensuring all presenters have completed and submitted this form.

6. At the bottom of the page on Step One you will see a set of questions. As Chairperson, you will enter the Submission Title, Category, and Keywords.

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

Once complete, press 'Save and Continue' to continue to Step 2.

1

Symposium Title *

Please enter the title of this symposium. The title must be brief and clearly indicate the nature of the proposal. (Max 150 Characters)

150 of 150 characters remaining

2

Select State Requirement Topic Categories

Select all categories that are applicable to your abstract submission.

- Addiction- Substance Use Disorders: Identifying, Diagnosing, Treating, and/or Managing
- Behavioral Health
- Buprenorphine
- Child or Dependent Adult Abuse and Maltreatment/Neglect: Identification and/or Reporting
- Cultural Competency including Implicit Bias
- Domestic Violence/Abuse
- Drug Diversion including Prescription Drug Monitoring Programs
- Electronic Health Records
- Geriatric Medicine including Alzheimer's Education
- Infection Control including Universal Precautions
- Infectious Disease including HIV/AIDS

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 (first and last). If your search results do not display the name of the person you are looking for, click 'Add a new participant'.

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

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
Chair *	<div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> Jessica Lewiston jlewiston@parthenonmgmt.com remove </div>	<div style="text-align: center;">  In Progress </div>
Presenter *	<input type="text" value="Search for participant"/>	<div style="text-align: center;">  In Progress </div>
Presenter *	<input type="text" value="Search for participant"/>	<div style="text-align: center;">  In Progress </div>
Presenter *	<input type="text" value="Search for participant"/>	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  In Progress </div> <div style="text-align: center;">  Not Started </div> </div>

Add Participant

Notify me when each participant completes their submission.

7. 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.

You can also 'Edit Submission' for each presenter, if you need to add a bio or profile pictures on behalf of each presenter.

Please note the text and icon to the right of each participant. As Chairperson, 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 Chairperson and 'Finalize' the overall submission.

Creating Overall Submission - Chairperson

In Step 3, as Chairperson you will enter an overall abstract for the entire presentation. Followed by the presentation description, where you will enter the titles and description of each presentation.

Complete the remaining questions as instructed. When all questions are completed, please click 'Save and Continue'.

Participants will then be asked to go in and submit their own bios, and disclosures.

Please note: You will not be able to finalize the entirety of the submission until ALL participants complete their disclosures and short bios.

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 Summary *

AAAP symposia highlight new research relevant to significant problems or gaps in professional and or clinical practice. Please provide, in 250 words or less, an overview of the symposium as a whole. (Note: The next question provides space to more fully describe each presentation within the symposium.) Please include the context or background that frames your symposium topic and how the symposium will impact professional/clinical practice, research, and/or education relevant to Addiction Psychiatry.

250 of 250 words remaining

2 Presentation Description *

Provide titles and descriptions of each presentation that will make up the symposium. (Max 750 words)

750 of 750 characters remaining

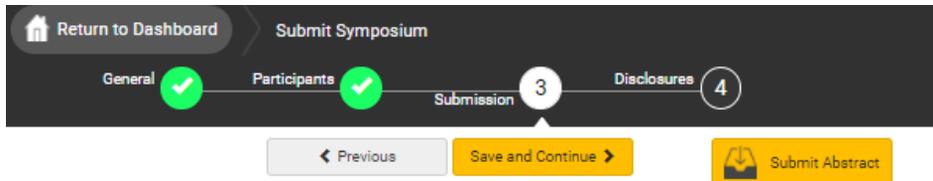
Learning Objectives

Learning 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

Creating Individual Submission - Participants

As a participant, you will be asked to provide a short bio, a profile image, and provide consent of release of rights.

Once complete, click 'Save and Continue' to move to Step 4 to complete your required disclosure.



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 Presenter Biography *

Enter a short bio that will be published online (Max 250 Words)

250 of 250 words remaining

2 Profile Image *

Submit a high quality digital photo (PNG, JPG, JPEG, GIF)

Upload 

max file size: 8 MB

3 Consent of Release of Rights *

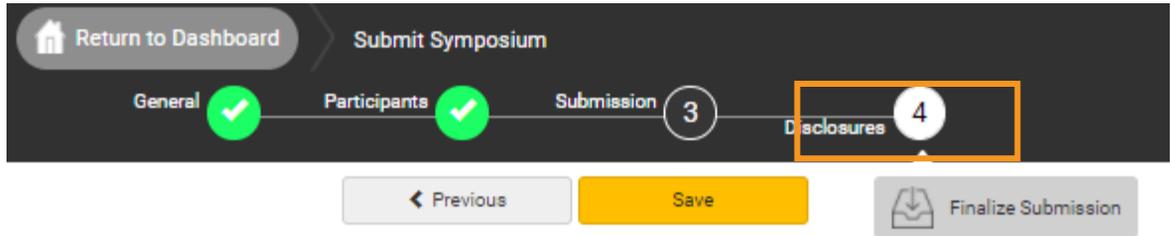
The American Academy of Addiction Psychiatry ("AAAP") may make a video recording of your presentation during the 2022 AAAP Meeting. In consideration of the decision by AAAP to include the video recording of your presentation during the 2022 AAAP Meeting in its historical archives, and to make copies of that video recording available for educational purposes (including posting on the AAAP website), the sufficiency and receipt of such consideration are hereby acknowledged, you agree as follows:

1. You grant AAAP the right to use and portray your name, likeness, voice, personality, personal identification, presentation and participation in the 2022 AAAP Meeting. (All rights are hereinafter referred to as the "Granted Rights.") You agree that the Granted Rights may be used for educational purposes in any manner and by any means, with modifications as AAAP, its successors and assigns, determine in its sole discretion. You acknowledge that you are to receive no payment with respect to any matter referred to herein. Any or all of the Granted Rights shall be freely assignable by AAAP.

2. You agree to release and discharge AAAP, its employees, agents, licensees, successors and assigns from any and all claims, demands or causes of action that you may now have or may hereafter have for libel, defamation, invasion of privacy or right of publicity, infringement of copyright or violation of any other right arising out of or relating to any utilization of the Granted Rights or based upon any failure or omission to

Completing 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 of the page.



Financial Relationships

Please disclose **all financial relationships** that you have had in the past 24 months with ineligible companies (see definition below). For each financial relationship, enter the name of the ineligible company and the financial relationship(s). There is no minimum financial threshold; we ask that you disclose all relationships, regardless of the amount, with ineligible companies. You should disclose all financial relationships, regardless of the potential relevance of each relationship to the education you are participating in, as an instructor, or other role in control of content.

Ineligible companies are defined by the ACCME as: "any entity whose primary business is producing, marketing, re-selling, or distributing health care products used by or on patients." ([Click here to read](#)

Examples of financial relationships include employee, researcher, consultant, advisor, speaker, independent contractor (including contracted research), royalties or patent beneficiary, executive role, and ownership interest. Individual stocks and stock options should be disclosed. Research funding from ineligible companies should be disclosed by the principal or named investigator even if that individual's institution receives the research grant and manages the funds.

1

Ineligible Company Disclosure *

After having read the above definitions, do you currently have or have you had any financial relationships with any ineligible companies in the **past 24 months** to disclose?

- Yes, in the past 24 months, I have had financial relationship or relationships with ineligible companies.
- No in the past 24 months, I have not had any financial relationships with any ineligible companies

2

I understand that if any of my financial relationships are deemed to be relevant by AAAP staff, I will be asked to take steps to mitigate any conflict of interest my financial relationships may create. *

- I agree

3

I attest that the above information is correct as of this date of submission. *

- I agree

4

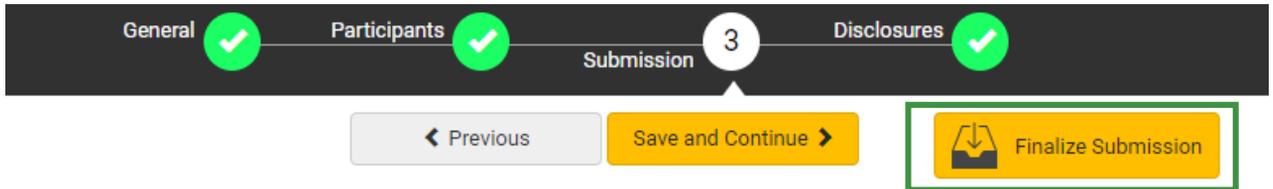
Financial or Professional Relationship Disclosure *

Accredited education must be free of marketing or sales of products or services. I will not actively promote or

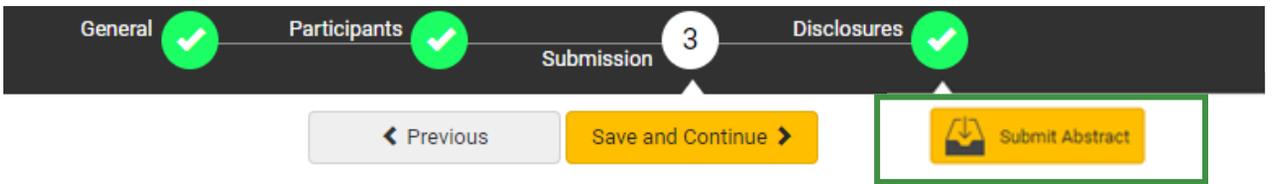
You must answer all questions in order to move forward. Once you have completed the questions, please click 'Save' or 'Submit Abstract' to complete your submission.

Completing Submission

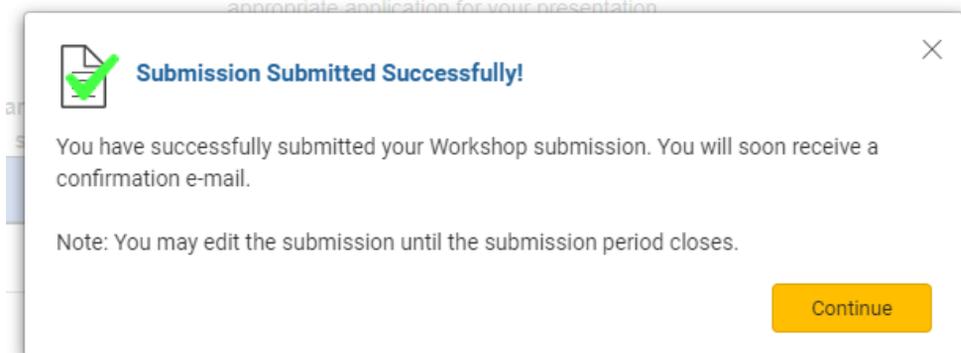
As Chairperson, when there are multiple participants, you will be unable to submit/finalize the submission until all participants completed their individual tasks (This includes if you are also listed as a presenter, you will need to submit your items as presenter as well). Once all participants have completed their tasks, you will receive an email letting you know, and you will need to go back in submit the entire panel by clicking Finalize Submission. Please note: if the 'Finalize Submission" button is not yellow, not all presenters have submitted their tasks yet.



If you are the only participant for your submission, or a presenter only, you should see the "Submit Abstract" in yellow at the top of the page once you complete your disclosure. You will click that button to submit.



Once your submission is complete, you will receive the following message, followed by an email.

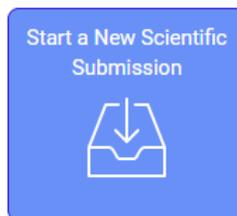


Editing an Existing Submission

Log back into your profile and go to your dashboard (as indicated on page one). At the bottom of your dashboard is where you will find all the submissions that you are connected to. The titles of the submissions are listed under 'My Submissions'.

As a presenter, you can click into the title of the submission that you need to submit your individual information and disclosures.

As a Chairperson, you can click back in by clicking the title of the submission where your role is listed as 'Chairperson' to edit the overall submission, check progress of the presenters, and to submit your abstract.



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

Status	My Submissions	Type	Role	
 Not Started	Nicole's Test	Symposia	Presenter	
 Not Started	Test	Symposia	Presenter	
 Not Started	Test	Symposia	Chair	delete