Poster Guidelines

DEADLINE: August 14, 2012 at 11:59 PM CT.

The abstract should contain the essential background, the new scientific information to be presented, and the possible significance of the results.

The ACNP uses a structured abstract that is broken into 4 parts: Background, Methods, Results, and Discussion. Only abstracts submitted in this structure will be reviewed.

There is a limit of **4700** characters, not including spaces, for your abstract submission. The character limit is inclusive of the title and the text of your abstract. The maximum character limit for your title is **200**, not including spaces.

Poster abstracts must be submitted by the author (or co-author) or the author's assistant. Submissions by any third party are prohibited.

A # symbol may be used to designate equal author contribution.

Presenting authors **must** agree to reveal the structure of a compound or gene if it is mentioned in the abstract.

The College requires investigators to affirm that all experimental protocols in animal studies were approved by the Institutional Animal Care and Use Committee and were conducted in accordance with the National Institutes of Health *Guide for the Care and Use of Laboratory Animals*, or by the applicable requirements of the investigator's institution.

All industry funded research studies must be co-authored by an ACNP Member or Fellow (including Emeritus of these categories).

Industry authors must list their employer as a conflict.

All poster presenters MUST complete a disclosure form. Submitting authors are responsible for collecting, verifying and inputting each co-author's disclosures. Poster presenters who do not complete the disclosure form will not be allowed to present a poster at the ACNP Annual Meeting. Disclosure information on all co-authors must also be included.

Non-ACNP members must be invited to the ACNP Annual Meeting by an ACNP member as well as have an ACNP member sponsor their poster. The ACNP member inviting you to the meeting and the ACNP member sponsoring your poster may or may not be the same individual.

Presenting authors must be registered for the Annual Meeting and meet eligibility criteria (listed below) in order for a poster to be reviewed. The poster abstract and the completed meeting registration form [along with the corresponding meeting registration fee] **must** be received by the Executive Office no later than **Tuesday, August 14th.**

Once the abstracts are reviewed, those accepted will only be scheduled for presentation if the presenting author of the poster has registered for the Annual Meeting and meets other eligibility criteria.

Poster Reviews
The Program Committee will review Poster abstracts on the following criteria:

- Abstracts should contain original data.
- **Abstracts lacking original data will not be accepted.**
- Posters should not be of a commercial or promotional nature.

POSTER ELIGIBILITY WITH AND WITHOUT SPONSORSHIP

Members Eligible to Sponsor Posters

ACNP Fellows and Members (Emeritus included) may sponsor one poster. Poster sponsors will be contacted for verification of sponsorship. If sponsoring a poster, the member sponsor may only **present** one poster.

The sponsoring member must be able to vouch for the quality of the work by:

1. being at the same institution as the presenter
2. or having a mentor relationship with the presenter
3. or being involved in a collaborative effort with the presenter
4. or being involved with a federally funded research program with the presenter

A member should not agree to sponsor a poster abstract unless one of the above four guidelines can be validated. The Executive Office will request written confirmation of sponsorship.

Groups Entitled to Present Posters with Sponsors

- ACNP Corporate Representatives
- Current ACNP Travel Awardees (may present a second poster with sponsorship)
- Past ACNP Travel Awardees (may present a second poster with sponsorship)
- Current Non-ACNP Travel Awardees (ADAA and CDI)
- Non-ACNP members

Poster Limits--With Sponsors

ACNP Corporate Representatives and non-ACNP members may present two posters as long as each poster has a different ACNP sponsor. **Please remember an ACNP member may only sponsor one poster.** Corporate Representatives, travel awardees, and non-ACNP members may NOT sponsor posters.

Guidelines for Sponsored Posters

A copy of the abstract, including the sponsor's name, should be posted in the upper left hand corner of the poster board.

Groups Entitled to Present Posters without Sponsors

- ACNP Fellows, Members, Associate Members, Emeritus
- Current ACNP Travel Awardees
- Past ACNP Travel Awardees (2008-2011)

Poster Limits--Without Sponsors

ACNP Fellows & Members may present two posters OR present one poster and sponsor one poster.
Associate Members may present up to two posters. They may NOT sponsor posters.
Current ACNP Travel Awardees (may present one poster as a current travel awardee without a sponsor. The Poster should have "Current Travel Awardee" in place of sponsor line. They may present a second poster if they have an ACNP Member or Fellow as a sponsor. They may NOT sponsor posters.
Past ACNP Travel Awardees (2008-2011) may present one poster as a past travel awardee (list awardee type and year) without a sponsor. The may present a second poster if they have an ACNP Member or Fellow as a sponsor. They may NOT sponsor posters.

HOT TOPICS

The ACNP will have a "HOT TOPICS" session on Sunday, December 2nd, at the Annual Meeting. The session will be scheduled to include clinical, basic and translational topics. Classify your abstract accordingly--unclassified abstracts will not be considered.

If you are interested in being considered for the Hot Topics Session, please mark the hot topic box when completing your abstract online. There will also be a box to include a short explanation of why your abstract is a notable "Hot Topic." All abstracts from corporate representatives and nonmembers must be sponsored by an ACNP member.

Each oral presentation should last about 10 minutes plus a 5-minute period for questions and open discussion. If accepted, it will be required that PowerPoint presentations are sent to the Executive Office in early November in order for the audio/visual to run smoothly.

All poster guidelines still apply.

Hot Topics presentations are highly competitive. In past years, approximately 5% of submitted abstracts have been accepted for Hot Topic presentations.

DATA BLITZ SESSIONS

The ACNP Program Committee will be selecting Data Blitz speakers from poster presentation submissions for the 2012 ACNP Annual Meeting. The Data Blitz session and the corresponding poster presentation will be on the same day. Attendance at both is mandatory. The session will be open to poster presenters who have completed their last degree or residency within the past 8 years. Speakers will be identified via self nomination through the poster submission process and selected by the Program Committee. All speakers will be given a 5 minute time limit to share their data with the use of up to 5 slides and a 5 minute Q & A session following.

All poster guidelines still apply.

Poster Sessions

There are three scheduled Sessions: Monday, December 3rd; Tuesday, December 4th; and Wednesday, December 5th. Each poster session is scheduled from 5:30 p.m. - 7:30 p.m., and each will host a reception. However, posters should be mounted by 10:30 a.m. on the assigned day for early review prior to the evening session. Posters must be removed no later than 8:00 p.m. or they will be discarded.

Posters are grouped by classification for the convenience of those attending the sessions. When submitting a poster, the presenting author agrees to attend the poster during the assigned poster session. *In late September, after verification that the presenting author is registered, a decision letter which includes the day and board number of the poster will be sent via email.* Each poster board will be numbered. ***Please do not remove the numbers.***