ACNP Panel Guidelines

DEADLINE for Proposals from ACNP Members: April 10, 2012 at 11:59 PM CT.
DEADLINE for Presenter Abstracts: April 19, 2012 at 11:59 PM CT.
DEADLINE for Panel and Study Group Chairs to Review and Finalize Session: April 24, 2012 at 11:59 PM CT.

- A panel is a moderately formal 2 ½ hour session that includes 1 chair, 4 presenters, and 1 discussant. A co-chair is optional.

- Each of the 4 presentations lasts 30 minutes which allows for a 20-minute presentation and 10-minute discussion period.

- One discussant per panel is required. This individual will lead the discussion with panelists and attendees the last thirty minutes of the panel. **NO** formal presentation, slides, or other audio visuals are allowed for discussants; this rule **will be strictly enforced**.

- Panel sessions will be scheduled with the assumption that all speakers agree to be available on all days of the Annual Meeting. Those with proposed sessions should verify that their participants will be available at all times throughout the Annual Meeting.

- Panel proposals should be **submitted and chaired** by an ACNP member (Member, Fellow, Associate Member or Emeritus member). Proposals will **NOT** be accepted that are not chaired by an ACNP member.

- Panel participants must be from various institutions so the meeting attendees get the benefit of cross-institutional collaboration. Proposals that have participants from only one institution must include a justification as to why this is.

- An individual cannot be listed as a presenter on more than 1submitted **proposal** (panels) per year, and cannot be listed for more than 2 total roles, i.e., chair, co-chair, presenter, or discussant.

- Panel presenters must be willing to reveal the structure of a compound or gene discussed during their presentations.

- Once a panel is accepted, speaker changes are NOT allowed unless approved by the Program Committee Chair.

- There is a limit of 3200 characters for the text of your proposal abstract submission. This includes title (250 characters), unique data (950 characters), and proposal body (2000 characters), **as well as all spaces**.

- There is a limit of 3200 characters, **not counting spaces**, for the body of your individual presenter abstract submission. The title has a maximum of 250 characters, **not counting spaces**.

- Timers are provided. It is the responsibility of the chair to keep the schedule approved by the Program Committee.

- A maximum of $4,000 per half-day panel will be available to support travel for non-member participant expenses. No honoraria can be paid from the funds.

- **Non-member participants who received support from the ACNP to attend last year's Annual Meeting may not receive financial support in 2012. Chairs must inform non-members of this policy.**

- Registration fees are waived for non-member participants, but they still must complete and submit the meeting registration form.

- Audiovisual equipment available for every panel: laptop, LCD projector, laser pointer, podium, and microphone.