Poster Guidelines

DEADLINE: August 14, 2013 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.

Industry authors must list their employer as a conflict.

All poster presenters MUST complete a Conflict of Interest Disclosure form. Beginning in 2013, the disclosure policy FOR POSTERS ONLY, states authors need only disclose conflicts that are relevant to the poster. 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.

Non-members must be invited to the annual meeting by an ACNP member and will be allowed to present a poster if he/she chooses to do so. The guest invitation will constitute sponsorship by the inviting member. No other rules for poster sponsorship will be required.

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 **Wednesday, August 14th.** Once the abstracts are reviewed, those accepted will only be scheduled for presentation if the presenting author has registered.

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

Groups Entitled to Present Posters*

- ACNP Fellows, Members, Associate Members, and Emeritus
- 2013 ACNP Travel Awardees
- Past ACNP Travel Awardees (2009-2012)
- 2013 Non-ACNP Travel Awardees (ADAA and CDI)
- Invited Guests (including Trainees)

**Due to 2012 Annual Meeting policy changes, Corporate Representatives may not present a poster. If a Corporate Representative wishes to present a poster, they must secure an invitation from an ACNP member and register for the meeting in the Invited Guest category.*

Poster Limits

ACNP Fellows & Members may present two posters OR present one poster and invite a guest (who may present a poster).
Associate Members may present up to two posters.
2013 ACNP Travel Awardees may present one poster. The poster should list "2013 Travel Awardee" in the upper left-hand corner of the poster board.
Past Travel Awardees (2009-2012; including ADAA) may present one poster. The poster should list the appropriate designation "ACNP Past Travel Awardee" or "ADAA Past Travel Awardee" in the upper left-hand corner of the poster board.
2013 Non-ACNP Travel Awardees (ADAA & CDI Trainees) may present one poster. The poster should list the appropriate designation "2013 ADAA Travel Awardee" or 2013 CDI Trainee" in the upper left-hand corner of the poster board.
Invited Guests & Trainees may present one poster. The poster should list the name of the ACNP member who extended their guest invitation in the upper left-hand corner of the poster board.

HOT TOPICS
The ACNP will have a "HOT TOPICS" session on Sunday, December 8th, at the Annual Meeting. The session will be scheduled to include clinical, basic and translational topics. Please classify your abstract accordingly--unclassified abstracts will not be considered.

If you are interested in being considered for a Hot Topic presentation, please mark the appropriate 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."

Each oral Hot Topic 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 are applicable to Hot Topic presentations.

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 2013 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 are applicable to Data Blitz presentations.

Poster Sessions

There are three scheduled Sessions: Monday, December 9th; Tuesday, December 10th; and Wednesday, December 11th. 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.***