



SUBMISSION GUIDANCE AND FAQ

Submission deadline: 11:59 PM EDT, Monday April 3

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INTRODUCTION

CLP 2023 will be a live event held at the JW Marriott Austin, Austin, Texas, November 8-11, 2023. The meeting theme is *Integrating Care and Evidence Across the Lifespan*.

The Annual Meeting Program Committee is dedicated to assembling the highest-quality educational program for our attendees. Abstracts covering all areas of interest to consultation-liaison psychiatry are encouraged. Consistent with our meeting theme, we encourage submitters of preconference skills courses and live workshops to incorporate best practices in adult education, particularly emphasizing active learning and peer-to-peer interaction in their sessions, and those Annual Meeting subcommittees will incorporate this goal in their review process.

Virtual presentations are not permitted at the meeting; all presentations must be delivered in person. If you submit an abstract, it is with the intention that you will physically attend the meeting to present it.

SPEAKER'S AGREEMENT

The submission's process will require you to agree to the terms of ACLP's [Speaker's Agreement for CLP 2023](#). Please be sure you read and understand these terms and conditions and how they relate to ACLP's offer to you to present at the meeting. You cannot decline the agreement, nor can you selectively choose not to comply with the agreement in whole or in part.

REVIEW OF SUBMISSION PROCESS

The grading and scoring process begins immediately after the submission deadline and can take up to two months depending on the number of abstracts submitted.

Please take extra care to make your abstract clear, rigorous, and engaging—it is the only information by which the Annual Meeting Committee can judge your work.

Some of the important criteria used by reviewers are:

- Focus on topics of interest to the C-L Psychiatry community and relevance to the annual meeting theme.
- Ability for the content to enhance participant engagement and provide direct application of knowledge or skill to the audience.
- Originality (not previously presented or published, unique topics and ideas).
- Abstract strength (organization and writing of submission, clearly conveyed outline of content and timeline of the presentation).
- Strength and diversity of speakers in workshops and preconference skills courses. (Diversity is a balance of institutional representation, as well as diversity of known speakers with broad opportunities for junior members).

THE SUBMISSION DEADLINE IS APRIL 3

A submission must be complete, including disclosure filings from all associated speakers/ authors before it can be accepted for review - no exceptions. The deadline is firm and will not be extended. It is the responsibility of the submitter to notify all co-authors or co-speakers of the requirement to complete disclosure reporting.

GETTING STARTED

Start at <https://tinyurl.com/CLP2023Abstracts>

NOTE: Your user account profile for the abstracts process is not the same as a speaker/author profile. If you are presenting on a submission, you will need to create a speaker/author profile for yourself. Once created, your speaker profile can be appended to any number of submissions without needing to be re-entered.

The majority of information the Academy has developed to guide you in preparing your submission is presented on the pages of the online submission process. If you are unable to find answers to your questions online, start by first reading the FAQ later in this document before reaching out to the Academy executive office for help.

PLANNING YOUR SUBMISSION

There are nine submission categories, four of which are reserved for internal use only:

- Live Workshops; see [Appendix 4](#) for specific guidance on this submission type
- Virtual Symposia; see [Appendix 4](#) for specific guidance on this submission type
- Brief Oral Papers; see [Appendix 5](#) for specific guidance on this submission type
- Poster; see [Appendix 5](#) for specific guidance on this submission type
- Skills Course; see [Appendix 3](#) for specific guidance on this submission type
- *Plenary Invite* [*reserved*]
- *Award Presentation* [*reserved*]
- *Skills Course Invite* [*reserved*]
- *Annual Meeting Committee Members* [*reserved*]

If you select Brief Oral Paper, you have the option of accepting a Poster presentation if not selected for oral presentation.

For Posters and Brief Oral Papers, you must indicate if the submission involves a trainee. The trainee designation refers to students, residents, and medical fellows. To qualify as a trainee submission the first author must be a trainee at the time of submission.

SUBMISSION TASKS

The system requires the completion of the following tasks:

Task	Applies to submission type	Comments
Speakers/Authors	All	At a minimum, first name, last name, email, and role are required. The task allows you to issue an invitation to colleagues to complete their own profile.
Abstract	All	<p>In addition to the abstract field, each presentation type has unique requirements, most of which require completion. Examples include:</p> <ul style="list-style-type: none"> • Topic • Promoting audience interaction • Alternative acceptance • Identifying if trainees are involved in the submission • Identifying content contributors • Indicating publication status and/or compliance with ACLP's publication rule <p>Your submission is printed exactly as entered, so carefully proofread your final abstract before submitting it.</p> <p>[500-word limit <i>including references</i>]</p>

Task	Applies to submission type	Comments
Additional Questions	<ul style="list-style-type: none"> • Brief Oral Papers • Posters 	Declare if your submission is a case report, and the status of research data.
Learning Objectives	<ul style="list-style-type: none"> • Preconference Courses • Live Workshops • Virtual Symposia • Skills Courses 	You must provide at least one learning objective that is clear, measurable, and achievable. You may provide up to three. See Appendix 6
MOC Questions	<ul style="list-style-type: none"> • Preconference Courses • Live Workshops • Virtual Symposia • Skills Courses 	You must provide four (4) maintenance of certification (MOC) questions based on your learning objectives. Please read the references for advice on preparing your questions. See Appendix 7
Disclosure Reporting	All	All individuals connected with a submission must complete financial disclosure reporting, regardless of relevance to the submission. This only needs to be done once for the meeting, per individual. See Appendix 1
ACLP Terms & Conditions	All	See Appendix 2

If you are missing information for your submission, the process will save what you have entered so far, and you can return to finish it later. The system will hold your submission as INCOMPLETE until you return and finish all required reporting.

There are word count limits on every field throughout the process. If you attempt to exceed the limit, the process will prevent you from proceeding until you modify your entry to meet the limit.

From there, complete each task that is shown in the Task List. A task will show up with a green check mark when fully complete. If there is no green check mark, the task is incomplete, and your submission cannot be submitted. Once all tasks are complete, click "Save Submission."

Every task must be complete by the close of the submission process or your submission cannot be submitted.

DIVERSITY, EQUITY, AND INCLUSION (DEI)

ACLP is committed to Diversity, Equity, and Inclusion, and encourages submissions to include one or both of the following:

1. Address inequities in the information presented, including, but not limited to, ways in which the topic impacts individuals from historically marginalized groups.
2. Speaker panels should reflect the diversity of our Academy, including participation from speakers of diverse identity, professional background, geography, institution, and career stage.

All submissions are required to respond to this question in the abstract task: *Comment on how or why your submission does or could advance diversity, equity, and inclusion, in topic presented, and/or speaker panel?* There is a 100-word limit on this question.

CO-SPEAKERS/CO-AUTHORS

Both the "Speakers/Authors" and "Disclosure Reporting" tasks require the involvement of your colleagues to complete your submission and, accordingly, both tasks provide the ability to issue invitation emails to them. You will need to independently check both tasks to know if your colleagues have completed the task(s) assigned to them.

To provide the greatest breadth of presenters at the meeting while keeping content quality high the following speaker presentation limits apply:

- Each workshop/symposium/general session can have a maximum of FIVE (5) speakers, including moderator and discussants.
- A single person may only be listed on a total of THREE (3) workshop session submissions. Please be sure to check with all potential co-authors to ensure that they are aware that they are being named as part of the session to help us maintain this limit. The system is unable to filter submissions, so this will be on an honor system. However, this will be reviewed at the acceptance stage.
- A single person may only be listed as the Presenting Author on a total of THREE (3) accepted poster submissions.

APPENDIX 1: DISCLOSURE REPORTING/CME ACCREDITATION ATTESTATIONS

Amedco is the ACCME-accredited co-sponsor of CLP 2023 and, as such, requires compliance with all ACCME standards so that CME credits can be awarded for attendance at the sessions of the meeting. Disclosure reporting is required of every presenter, regardless of presentation type, or if live or virtual. Each speaker/author need only complete one disclosure, regardless of how many submissions s/he submits and how many are accepted.

Submitters cannot complete someone else's disclosure reporting. Use this task to invite colleagues to individually complete their own disclosure reporting, and then monitor the status of completion.

The system tracks disclosure reporting by using emails as a unique identifier. If you or a colleague receive more than one invitation to complete disclosure reporting it is because other submitters have entered you using a different email.

ACLP's disclosure reporting requirements conform to ACCME's updated [Standards for Integrity and Independence in Accredited Continuing Education](#) published in December 2020. In basic terms, this is what is required of you:

- You are required to only disclose financial relationships with "ineligible companies" (as defined by ACCME, below) and no other. If you must report, you must disclose all financial relationships of any amount; there is no minimum.
- You are no longer required to disclose reporting of any kind for your spouse/partner.
- The reporting period covers the 24-month period prior to you completing your declaration.

The ACCME defines ineligible companies as the following:

- Advertising, marketing, or communication firms whose clients are ineligible companies
- Bio-medical startups that have begun a governmental regulatory approval process
- Compounding pharmacies that manufacture proprietary compounds
- Device manufacturers or distributors
- Diagnostic labs that sell proprietary products
- Growers, distributors, manufacturers or sellers of medical foods and dietary supplements
- Manufacturers of health-related wearable products
- Pharmaceutical companies or distributors
- Pharmacy benefit managers
- Reagent manufacturers or sellers

If you have a financial relationship of any kind and of any amount in respect of any of the above, you must provide three data points:

1. The name of the company in this relationship
2. The nature of the company's business
3. The nature of the financial relationship. 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; diversified mutual funds do not need to 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.

You are not obliged to disclose the amount of compensation involved in your financial relationships.

Example reporting: *ABC Company, Inc; device manufacturer; patent beneficiary.*

In conjunction with your financial disclosure, you must report study funding and all current academic affiliations.

CME Accreditation Attestations

Presenters are required to declare adherence to the following CME accreditation statements:

1. I will not accept payments or reimbursements from a commercial interest (any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.) for my role in the planning and delivery of this CME activity. If I am approached by a commercial interest in this regard, I will immediately notify the Academy of Consultation-Liaison Psychiatry.
2. Continuing medical education consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public. If I am a presenter, my presentation will meet these standards, and if I'm a planner, I will not approve any content that does not meet these standards. If I am a session chair and/or an abstract discussant any contribution I make to the discussion will meet these standards.
3. Presentations that promote recommendations, treatment, or manners of practicing medicine that are not within the definition of CME or known to have risks or dangers that outweigh the benefits or known to be ineffective in the treatment of patients are prohibited. Presentations devoted to advocacy of unscientific modalities of diagnosis or therapy are prohibited. If I am a presenter, my presentation will meet these standards, and if I'm a planner, I will not approve any content that does not meet these standards. If I am a session chair and/or an abstract discussant any contribution I make to the discussion will meet these standards.
4. All recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients. All scientific research referred to, reported or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis. If I am a presenter, my presentation will meet these standards, and if I'm a planner, I will not approve any content that does not meet these standards. If I am a session chair and/or an abstract discussant any contribution I make to the discussion will meet these standards.

5. Presentations must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. If the CME educational material or content includes trade names, where available trade names from several companies should be used, not just trade names from a single company. If I am a presenter, my presentation will meet this standard, and if I'm a planner, I will not approve any content that does not meet this standard. If I am a session chair and/or an abstract discussant any contribution I make to the discussion will meet these standards.
6. Educational materials that are a part of this activity, such as slides, abstracts, and handouts, cannot contain any advertising, trade names, or product-group messages, or commercial interest logos. If I am a presenter, my presentation will meet this standard, and if I'm a planner, I will not approve any content that does not meet this standard. If I am a session chair and/or an abstract discussant, any contribution I make to discussion, will meet this standard.

The content or format of a CME activity or its related materials must promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest. If I am a presenter, my presentation will meet this standard, and if I'm a planner, I will not approve any content that does not meet this standard. If I am a session chair and/or an abstract discussant any contribution I make to the discussion will meet these standards.

7. The content of the CME activity must not be influenced by any commercial interest. If I am a presenter, my presentation will meet this standard, and if I'm a planner, I will not approve any content that does not meet this standard.
8. If I participate in a non-faculty role, such as planner or reviewer, I will recuse myself from planning educational content related to my financial relationships, or alternatively, my educational content decisions will be reviewed by a planner who has no conflict of interest and who has sufficient expertise to plan this activity.
9. If I am an abstract reviewer, I will not score any abstracts of which I am an author or which I know to be from my institution. If I or my spouse/domestic partner has a financial relationship with a company engaged in producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients and whose products or services are the subject of an abstract I am reviewing, I will refrain from scoring that abstract. Additionally, I will base my recommendations for content selection solely on the mean score when I or my spouse/domestic partner have a financial relationship with a company engaged in producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients and whose products or services are the subject of an abstract I am selecting.
10. I understand that Amedco or the Academy may need to review my presentation(s) and/or content prior to the activity, and I will provide educational content and resources in advance as requested. As I am presenting at a live event, I understand that a CME monitor may be attending the event to ensure that my presentation(s) are educational, and not promotional, in nature.

APPENDIX 2: ACLP TERMS & CONDITIONS

You are required to read and acknowledge ACLP's Terms & Conditions for presenting at the annual meeting.

1. I have read and agree to the terms and conditions of the [CLP 2023 Speaker's Agreement](#).
2. I grant the Academy license to: (a) record my presentation; and (b) publish, distribute, and/or broadcast my presentation, in whole or in part, including via print and via the web. The Academy will ensure that any dissemination of my presentation by the Academy acknowledges me as the author; the Academy will be the copyright holder of the recording. Your intellectual property rights remain with you and ownership is not transferred to the Academy by your agreement to being recorded.
3. If selected for the program, I agree that the Academy may publish my abstract and professional profile (as prepared by me) in all meeting-related publications, including the website, solely as determined by the Academy. Post-meeting, I may request the removal of my professional profile from the meeting website, however, I agree all materials requested by the Academy to upload to share with attendees are permanent contributions to the record of the meeting.
4. (Except Virtual Symposia): At least one speaker/author related to this submission must register for, attend, and present at CLP 2023 in Austin, Texas. Every individual presenting at the in-person meeting in Austin, Texas, must be registered; no exceptions.
5. (Except Posters): I agree to provide a handout (PowerPoint presentations, lecture notes/outlines, references, etc.) to the Academy ahead of the meeting for use by attendees as a learning aid during sessions and to do so in accordance with published deadlines.
6. Posters only: I agree to upload my final poster to the meeting website before the start of the meeting in accordance with the published deadline. To be considered for Academy poster awards, final versions of posters must be uploaded by **October 16, 2023**.
7. Preconference Skills Courses only: I agree to provide the Academy with a copy of my presentation for content review by **August 28, 2023**.

APPENDIX 3: GUIDANCE ON PRECONFERENCE SKILLS COURSES

Preconference skills courses are half day courses (4-hours) that promote the development and implementation of skills relevant to consultation-liaison psychiatry. As these courses have higher cost attendees expect high quality material with engaging and interactive experiences. In general, sessions target members who hope to develop expertise in a new area or improve skills. Courses may directly add skills to participant roles as clinician, educator, administrator, and researcher.

Structure of Skills Courses for CLP 2023:

- An optional pre-recorded didactic component can be made available to participants prior to the actual preconference day. A running time of no more than 1–2 hours is suggested, and it should serve as background and preparation for the live skills session. Please be mindful of preparation time for attendees.
- The executive office is available to help in the production of the recording, or you may produce your own recording and provide it to ACLP for hosting and distribution in advance of the meeting. The pre-recorded component must feature exclusively the speakers that will be presenting the session live at the meeting and only the content scheduled for the session.
- An alternative to a recording would be 1–2 hours of preparation work prior to the skills course.
- During the preconference day, each skills course will have 4-hours allotted for live engagement with course participants. We encourage facilitators to maximize active learning and engagement during this time with participants and deliberate practice of skills.

A well-written abstract:

- Makes clear the relevance of the content to consultation-liaison psychiatry.
- Describes what skills will be obtained by the end of the skills course.
- Outlines how facilitators will use their time with use of the pre-recorded didactic material and 4-hour live sessions.
- Describes how leaders will impart their learning objectives.

Submissions for skills courses will be reviewed and rated on:

- Relevance to consultation-liaison psychiatry.
- Ability to disseminate skills important for functioning within our field.
- Overall level of audience engagement and learning.

Each skills course should be delivered by a minimum of two and no more than **five (5) facilitators total**; trainees are not permitted to facilitate a session. At least one speaker must be a current ACLP member. Skills courses with facilitators from multiple institutions will be preferred, to reflect a variety of perspectives. We discourage individuals submitting both a skills course and workshop with similar content.

Facilitators may only participate in one skills course at the annual meeting and are expected to be present for the entire 4 hours of the course. Individuals may be part of more than one submission, however, **if a facilitator is on the faculty of more than one ACCEPTED skills course, they will need to choose one course for participation and identify replacement(s) as needed for the other course(s)**. It is encouraged that the lead speaker be a mid- to senior-level faculty who is a recognized expert in the field.

An honorarium of \$500 is provided for each course, which may be distributed in any fashion preferred by speakers. The session leader will be consulted on this around the time of the meeting. Speakers are expected to register for the meeting and will receive complimentary registration to the course at which they are presenting.

Presentation slide decks are required to be provided in draft form for review by the Preconference Subcommittee by **August 28, 2023**.

APPENDIX 4: GUIDANCE ON WORKSHOPS AND SYMPOSIA

Workshops and symposia are 90 minutes long and cover topics or skills relevant or are "hot" topics in consultation-liaison psychiatry. A well-written abstract makes clear the relevance of the content to consultation-liaison psychiatry, what attendees will learn by coming to the session, and how the presenters intend to use the 90-minute session to meet their learning objectives. Most sessions are intended to be targeted at generalist C-L psychiatrists, though abstracts targeted at other audiences will be considered in rounding out the program. Given the ACLP's commitment to Diversity, Equity, and Inclusion, all abstracts should attempt to address inequities in the topic being presented, including but not limited to ways in which the topic impacts individuals from historically marginalized groups. Speaker roster should reflect the diversity of our Academy including participation from speakers of diverse identity, geography / institution and career stage. Proposals that promote one institution / program / commercial product, that do not have enough content to fill a 90-minute session, or that involve a single presenter reading a paper or lecture, are rarely accepted. Our meeting attracts many repeat attendees; sessions that have been presented previously may be re-submitted, though may be scored more highly if new aspects are incorporated.

The theme of this year's meeting is "Integrating Care and Evidence Across the Lifespan." We will prioritize presentations that seek to educate meeting attendees about neuropsychiatric illness across the lifespan, especially from a developmental standpoint, with a focus on evidence-based practice.

This year our meeting will feature two different formats: **Live Workshops** and **Virtual Symposia**.

Live workshops will feature in-person sessions at the meeting in Austin that promote interactive, transformational learning experiences focusing on highly relevant, "hot topics" in C-L Psychiatry. The live workshops should promote opportunities for peer-to-peer learning and active participation for members to share their understanding and wisdom. When submitting your abstract consider these three questions: 1. What % of the session will be interactive? 2. What is the interaction (learning design plan)? 3. What will the participants do during the presentation to promote learner-centric engagement?

Virtual symposia will feature a traditional, informational lecture panel that is prerecorded and that attendees can view asynchronously. This category should feature high quality/interest content that benefits from more directed course content. For "symposium" type sessions with several speakers lecturing on related topics, abstracts should include background about the overall theme of the session, the title, and a brief description of the content to be covered by each individual presenter in the session.

Examples

For good examples of abstracts submitted and selected for the 2022 program, please see:

- [Non-physician professionals and the Academy of C-L Psychiatry: Making controversial connections. A forum for discussion and debate](#)
- [SSRIs and bleeding risk: exploring the role of the consultant psychiatrist](#)
- [Neuropsychiatric Manifestations of COVID-19: A 2022 Update](#)
- [Updates in Critical Care Psychiatry-2022: The Differential Diagnosis for Altered \(Hypoactive\) Mental Status in Critically Ill Patients](#)

APPENDIX 5: GUIDANCE FOR BRIEF ORAL PAPERS AND POSTERS

1. Abstract Organization

The Academy recommends the following organization and section headings for abstracts for brief oral papers and posters. **Do not include author details in the body of your abstract.**

Maximum word count: 500.

Background/Significance: One or two sentences to set the context of your work and justification for this project, review, or case report. This brief introduction may include a highlight of what is known in the literature, or a relevant reason for why further knowledge or discussion is being sought.

Methods: For purposes of studies, reviews, and programmatic innovations, describe what you did clearly and concisely. If applicable to your work, describe the study design (e.g., randomized controlled trial, cross-sectional survey, etc.), give subject details and how they were recruited, and explain what methods and statistical tests you used. There should be a statement about ethical (i.e., Institutional Review Board) approval if appropriate. For case reports, this section can be renamed Case, and can include a brief description of the case that includes the relevant information that supports your discussion and point of view.

Results: Describe in words your main findings. Address the statistical significance of your data, where relevant. *Note that, while the abstract is submitted with results in text form, we encourage alternate presentations for the in-person oral paper/poster presentation at the meeting, including images, tables, graphs, and charts.* For case reports, this section can be omitted.

Discussion: Discuss your findings in a brief narrative. Explain the meaning of your results or findings, or say how they compare with what you expected, or how they compare with previously published work. For cases, you might consider interweaving elements of the case and previously published literature to demonstrate your point of view.

Conclusion/Implications: Give a summary of your conclusion(s) and the implications of your project or case, in as brief a narrative as possible.

References: Two to five references. Cite references in the body of your abstract text using the first author's last name and year (e.g., Levenson, 2011), however, in this section cite the full reference, e.g.:

Betul O, Ipek M: Brain tumor presenting with psychiatric symptoms. *J Neuropsychiatry Clin Neurosci* 2011; 23:E43-E44.

2. Trainee involvement and eligibility for Trainee Poster Award

To be considered a Trainee Poster (and be eligible for a Trainee Poster Award), a trainee must be the first author on the abstract, and preferably the Presenting Author at the meeting. Trainee designation refers to students, residents, and medical fellows. The trainee must be at the trainee level at the time of submission. Please respond to the trainee involvement question if you are submitting a poster abstract or a brief oral paper abstract with the option of being considered for a poster if not accepted as an oral paper.

3. Incomplete data

If you plan to present data that you are in the process of collecting but have limited data at the time of your submission, you will be asked to agree with the statement that you expect to have meaningful data to present by the meeting date. You should consider withdrawing accepted abstracts prior to the meeting date if you have not collected what you deem to be adequate data for presentation.

4. Previous Publication or Presentation Eligibility

Work published or accepted for publication before April 3, 2023, is not eligible for presentation at this meeting. For work that is expected to be published between April 3, 2023, and CLP 2023, you will be asked to describe the information that supports its presentation at the meeting.

For an abstract that has been accepted for presentation at another scientific meeting, or previously presented at another scientific meeting, you will be asked to describe the nature of the other meeting and provide new information to be presented that supports acceptance for CLP 2023.

For abstracts accepted for presentation at CLP 2023 but published or presented before the meeting, details (e.g., journal citation or details of presentation) must be included in the poster or oral paper slides.

5. Relevance to C-L Psychiatry

You will be asked to agree that your abstract is of interest to C-L Psychiatry. Topics considered of high value to the audience or relevant to the meeting theme will be given priority.

6. Authors

Take care when entering authors/co-authors for oral papers and posters, as you are not permitted to make additions and/or substitutions, nor change the order of authors, after the submission deadline. Abstract authors must be complete and in the correct order at the time of submission. The Presenting Author designation can be assigned to any author associated with the submission and can be changed up to the week before the meeting starts, however, changes made after July 1 may not be reflected in the on-site program book or journal.

7. Good Examples of CLP 2022 Award-Winning Posters:

- Best Poster 1st place: [Buprenorphine Microinduction: A New Tool for Consultation-Liaison Psychiatrists](#), Ariel Claman et al.
- Best Trainee Poster 1st place: [Brief Educational and Process Change Quality Improvement Intervention Increases HIV, Hepatitis C, and Syphilis Screening in Psychiatric Inpatients Admitted from a Psychiatric Emergency Service](#), Jessica Thai et al.
- Best Case Report Poster: [Intoxicated without a drop to drink: A case report of auto-brewery syndrome](#), Dustin DeMoss

Note the following deadlines for accepted content:

- To be considered for a poster award, final posters must be uploaded by **October 16, 2023**.
- All posters and papers must be completely uploaded by **October 31, 2023**.

Notes specific to Brief Oral Papers

Oral papers provide an opportunity to deliver a brief presentation for dissemination of information related to a meaningful project, such as a survey or investigational study, or a review of programmatic innovation related to clinical care. They are the best place at the meeting to present original research

and disseminate new developments in C-L Psychiatry. Meaningful literature reviews on a topic, with or without an included case, may be considered if the content is considered to contribute in an important way to the available literature. The topic must be considered relevant and specific to C-L Psychiatry.

Brief oral papers are approximately 10-15 minutes in length, delivered by one speaker, and clustered into multi-paper sessions by theme. Presentations consist of a brief didactic learning format utilizing slides. At the live meeting, a Program Committee-appointed discussant moderates the session and decides how the available discussion time will be apportioned.

Brief oral paper abstracts are graded according to their value in the following areas: clinical applicability, originality, scientific content, and overall quality.

There are a limited number of brief oral paper presentations. If the Program Committee cannot accommodate your submission as a brief oral paper presentation, provided you indicate a willingness to accept an alternative presentation type in your abstract submission, you will be offered the option for poster presentation.

Examples

Here are good examples of oral paper abstracts selected for the 2022 program:

- [Dlin/Fischer Clinical Research Award: The PRogram in Support of Moms \(PRISM\): Results of A Cluster Randomized Controlled Trial of Two Active Interventions Addressing Perinatal Depression in Ambulatory Obstetric Settings](#)
- [The Assessment of Cardiac Risk in Patients Taking Lamotrigine; A Systematic Review](#)
- [Using Neural Subtyping to Examine the Heterogeneity of Postpartum Depression](#)

APPENDIX 6: TIPS FOR WRITING LEARNING OBJECTIVES

Learning objectives identify what the learner should know or be able to do at the end of the session. They help focus the facilitator on what they are to help their learners learn and help focus the learner on what they are supposed to be getting out of a learning activity. To be most effective, they should:

- Reflect the knowledge or ability to be gained
- Begin with an action verb that is measurable, and not contain any other verbs
- Follow the verb with a noun that is the object of the verb (e.g.: prepare documentation)
- Be concisely stated.

Common issues to avoid in writing learning objectives:

- Describing what is taught (what the faculty member will do) rather than what is to be learned (what the trainee is learning)
- Describing the process (identify symptoms, interpret tests, generate a differential, construct a treatment plan) instead of the outcome (formulate a treatment plan)
- Selecting objectives at a higher level than learners will be able to perform at the end of the session (Too High: "Manage a patient presenting with anti-NMDA encephalitis" for a two-hour symposium covering typical features of six different etiologies of altered mental status. Better: "Recognize common presenting symptoms of anti-NMDA encephalitis")
- Selecting objectives at a lower level than learners will be able to perform at the end of the session (Too Low: "List three effective negotiation strategies for junior faculty" in a negotiation skills workshop that includes role plays and feedback. Better: "Employ effective negotiation strategies")
- Excessive verbiage, especially about how something is to be done
- Use of verbs that are not measurable, especially words like "understand" or "develop."

Some suggested action verbs by level of complexity:

Knowledge: Define, list, record, repeat

Comprehension: Describe, discuss, explain, express, identify, recognize, restate, translate

Application: Apply, demonstrate, employ, illustrate, interpret, operate, practice, perform, sketch, use

Analysis: Analyze, compare, contrast, criticize, debate, distinguish, experiment, question, relate, test

Synthesis: Arrange, compose, construct, create, design, formulate, organize, manage, prepare, propose

Evaluation: Appraise, assess, choose, evaluate, judge, measure, rate, revise, score, select, value

APPENDIX 7: ADVICE FOR WRITING GOOD MULTIPLE-CHOICE QUESTIONS. ¹

The usual format for multiple choice questions is to pose a question in a *stem* and offer several (4-5) brief possible answers. One is the *key*, or correct answer and the others—called the *distracters*—are plausible but incorrect.

Example

In 2018, the American Board of Medical Specialties approved a request by the Academy of Consultation-Liaison Psychiatry to rename the specialized area of psychiatry concerned with its application in the general medical setting to *Consultation-Liaison Psychiatry*. By which of the following was the subspecialty previously known?

- A. Psychosomatic liaison psychiatry
 - B. Psychiatry in the medical setting
 - C. Liaison psychiatry
 - D. Medical psychiatry
 - E. Psychosomatic medicine
-
- The diagram illustrates the components of the example question. A bracket on the right side of the question text points to a box labeled "stem". A bracket on the right side of options A, B, C, and D points to a box labeled "Distracters". An arrow points from a box labeled "Key" to option E.

Overall, the question should

- Test important material
- Be appropriate to the level of training
- Be supported by data or references

The stems should

- Be focused and clear
- Contain the majority of information
- Lead to only one possible answer
- Be positively phrased

The distracters should

- Be incorrect
- Be short and to the point
- Be independent (i.e., one cannot deduce answer through process of elimination or by noticing the similarity between possible answers)
- Be free of vague quantifiers such as "usually," "mostly," "rarely"
- Avoid "all of the above" or "none of the above"
- Be similar in content, length, and grammar

¹ Adapted from *Academic Psychiatry*, 34:4, July-August 2010, 310-316.

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What are the main deadlines?

All deadlines close at 11:59 PM US Eastern Time

- Submissions: April 3, 2023
- Acceptance notifications: May 31, 2023
- Notification of meeting scheduling: June 30, 2023
- Meeting registration opens: July 10, 2023
- Preconference courses draft slide decks: August 28, 2023
- Early registration ends: August 31, 2023
- Poster competition upload deadline: October 16, 2023
- All meeting uploads: October 31, 2023

Is CLP 2023 going to be remote or in-person?

CLP 2023 will take place in-person Nov 10-12, 2023, in Atlanta, Georgia. However, we will also be accepting some Virtual Symposia which will be recorded and available online in addition to the live sessions. Please read the submission types carefully to determine what type of presentation you want to propose.

Do I need to be a current ACLP member to submit an abstract?

No.

Do I need to create an account to submit an abstract?

The abstracts submission process is not connected with the Academy membership database; you must create an account for access to submit an abstract. You only need to do this once to submit as many abstracts as you like. See the instructions on the login homepage for further guidance.

I submitted an abstract but now I need to change it.

You can make changes to a submission at any time before the submission deadline. Simply log back into the submissions process using your username and access key, and then click on the title of the submission you want to edit. Click on "Save" or "Continue" once your edits are done. On the main task list, click "Save Submission" to ensure your edits are recorded.

If a speaker/author is being added, please remember that the new speaker/author must complete – by the submission deadline – all profile and disclosure reporting tasks for the submission to be complete.

I want to withdraw my submission.

To withdraw a completed proposal, log-in to the submission system. Click on the proposal title. At the top of the Task List, click on the Proposal Status, then scroll to the bottom of the next page where you will find a status box that includes a "Withdrawn" option. Select this and click "Update Settings." Upon return to the Task List, click "Save Submission."

You are not required to withdraw an incomplete proposal. Incomplete submissions are simply discarded without review when the peer review process starts.

Can I insert tables, charts and/or graphs in my abstract?

No. The submission process lacks the sophistication to handle this form of data presentation. For the most part, you are restricted to basic text editing, such as bolding, italics, underlining, etc.

The deadline is in 30 minutes, and I just realized that some of the participants haven't filled out their disclosure forms! What should I do?

As the review process starts within days of the submission deadline, all participant reporting must be complete by the stated deadline - there are no exceptions. As an incomplete submission cannot move forward to the review stage, you must ensure all reporting is complete.

I could include only one affiliation per author. Is there a way to indicate a second affiliation?

The submission process only accepts one affiliation per profile, so use the primary one for each person. If you try to mash into the affiliation field more than one Academy staff will edit out all except the first that appears.

Does each speaker/author connected to a submission need to file a separate disclosure?

Yes. The submitting speaker/author is responsible for checking that co-speakers/co-authors have completed disclosure reporting.

Are references included in the 500 maximum words of the abstract?

Yes, references are part of the abstract and count against the 500-word limit. The title and learning objectives do not count.

Should I include the names and affiliations of all the speakers/authors in the abstract?

No. The speaker/author profiles are linked to your submission and this data does not need to be included in the abstract.

I am a Webb Fellow and am scheduled to present at a dedicated session at the annual meeting. Do I need to submit an abstract through the abstract submission process?

Yes. For your presentation to be included in the program scheduling that occurs in June, your presentation must be included in the general call for abstracts. It is important to precede your presentation title with "WEBB FELLOW:" to distinguish it from regular submissions.

The data for my abstract is still being collected/collated/analyzed and will not be complete until after the submission deadline. Will my abstract be accepted?

If your data is not yet available, acknowledge that fact upfront and the review committee will decide if the topic is interesting enough to allow you to have a complete study to present at the annual meeting. However, ultimately, your submission will need to stand on its merits.

Do I need to submit maintenance of certification (MOC) questions with my submission?

Workshops, symposia, and preconference skills courses are required to provide four (4) maintenance of certification questions for each submission. Unfortunately, the process doesn't allow you to partially complete this section, so we recommend you have all questions and answers ready before attempting to complete this. Oral papers and posters are not required to submit MOC questions.

Can I submit a presentation as both a preconference course and as a general session for the main program, with the intent of modifying the content depending on where it is accepted?

Yes, however, you will need to file each separately, as the peer review subcommittees are separate for these two components of the meeting. Be sure your material is appropriately tailored to the differing audiences you are targeting for each submission.

I am a resident or APP or Social Worker and want to submit a workshop/symposium in conjunction with a peer. Do we need to have a physician associated with the submission?

There is no requirement that a physician be part of a session submission. Submissions are scored based on the quality of the submission and level of interest to meeting attendees, though reviewers do value a balance between expert presenters and less experienced professionals.

Do I need to register for the meeting before I file a submission?

No. However, if your submission is accepted and you plan to attend the annual meeting to present your work you are required to register for the meeting, no exceptions. A one-day only rate is available if you only wish to deliver your presentation and not participate in the rest of the meeting. More details will be available when registration for the meeting opens in July.

Is there a budget/compensation/honorarium available for bringing in outside/non-member speakers for a preconference skills course?

There is no budget for preconference courses other than the standard US\$500 per course (not per speaker). If you feel additional budgetary support is necessary or will enhance your course, please include a justification in your abstract.

My submission was declined; can I request feedback on the reasons? Who should I ask about this?

Unfortunately, due to the high volume of submissions, we are unable to provide specific feedback on individual abstracts. We encourage you to submit again next year.

I forgot to add someone as a co-author to my abstract when it was originally submitted; can I add someone later?

No. You must ensure all authors are correctly listed at the time of submission. ACLP will not add co-authors after your abstract is accepted.

I'm the Presenting Author and unexpectedly can't attend the meeting; can I substitute a co-author on the paper as Presenting Author?

Yes, but only a co-author already associated with the submission; you cannot add a new co-author after acceptance. Once the meeting website is established Presenting Authors can login and change presentation roles. Note: The Presenting Author is always the corresponding author for all ACLP communications and tasks. If no authors for an abstract can attend the meeting to present, regrettably, it must be withdrawn.

I can't attend the meeting; can I record my presentation, or somehow present virtually?

No. CLP 2023 is a "live" event and all presentations must be presented in person at the meeting venue in Austin. If no authors for an abstract can attend the meeting to present, regrettably, it must be withdrawn.

Does ACLP accept late-breaker submissions?

ACLP is not accepting late-breaker submissions for CLP 2023.

Can I include a QR code on my poster to direct readers to supplementary materials?

Yes.

What is ACLP's embargo policy?

ACLP does not operate an embargo policy on any meeting content for CLP 2023.

What is ACLP's publication rule?

Work published or accepted for publication before April 3, 2023, is not eligible for presentation at the meeting. For work that is expected to be published between April 3, 2023, and November 2023, you must describe the information that supports its presentation at the meeting.

For an abstract accepted for presentation at another scientific meeting, or previously presented at another scientific meeting, describe the nature of the other meeting, and provide new information to be presented that supports acceptance for CLP 2023.

Note: Abstracts accepted for presentation at CLP 2023 and subsequently published or presented before the meeting, details, e.g., journal citation or details of presentation, must be included in the poster or oral presentation slides.

Are encore abstracts accepted?

See ACLP's publication rule above.

I published a paper last year in XXX journal; it has not, so far, been presented at a meeting. Can I submit it as an abstract?

No, since this conflicts with our publication rule.

I am scheduled to present my submission at a meeting being held a couple of months prior to the Academy's meeting - can I also submit it?

Only if you have new data or findings to present that materially update your original work. Simply submitting the same presentation is not permitted.

I have submitted my work for presentation at another meeting, but it hasn't yet been accepted, nor do I know if it will be by CLP's submission deadline. Can I submit the same work for the CLP meeting?

Yes, with the proviso that, should your submission subsequently be selected for presentation at the other meeting, you withdraw it, or withdraw your CLP submission. You should only present your work at one meeting.

I would like to present an abstract at the meeting, but NOT have it published in the journal, or the presentation PowerPoint made available to attendees.

The science presented at ACLP is publicly accessible. All slide presentations are posted in the meeting app and on the meeting website and made accessible to all attendees. It cannot be retracted once uploaded. Do not include unpublished work in your presentation if you do not want it shared with attendees and found online. ACLP cannot guarantee the confidentiality or privacy of work shared at our meeting, nor control its dissemination once presented. Please do not submit an abstract if you do not wish your work to be shared with attendees and made publicly available.

When will I be notified of the acceptance or rejection of my proposal?

Acceptance notification emails are issued usually at the end of May. The presentation schedule follows usually at the end of June.

I submitted an abstract but now I need to change it.

You can make changes to a submission at any time before the submission process closes. Simply log back into the submissions process, click on the title of the submission you want to edit, and open the Abstract task. Click on "Save" or "Continue" once your edits are done. On the main task list, click "Save Submission" to ensure your edits are recorded.

If an author is being added, remember that the new author profile and disclosure reporting tasks must be complete by the submission deadline.

I want to withdraw my submission.

To withdraw a completed proposal, log-in to the submission system, click on the proposal title, click it again on the next page, then change the Submission Form Status.

You are not required to withdraw an incomplete proposal. Incomplete submissions are simply discarded without review when the peer review process starts.

Can I insert tables, charts and/or graphs in my abstract?

No. The submission process accepts only basic text editing, such as bolding, italics, underlining, etc.

Can a workshop/symposium be industry-sponsored?

No.

When is the withdrawal deadline?

October 1, 2023. After this date we cannot guarantee removal from the on-site program book.

Are abbreviations permitted?

Yes. Please define the abbreviation the first time you use it.

Is there a submission fee?

No.

When is the change of presenter deadline?

There is no deadline but be aware that the program book and journal publishing may have incorrect information if the change is made after October 1, 2023.

Should clinical trial details be listed at the end of the abstract (e.g., trial registry name, registration number, URL)?

Please indicate in the abstract that the trial was registered (if this is the case). Detailed information should be included in the presentation, but it is not necessary for the abstract.

Is UK or US spelling preferred?

No preference, as long as it is consistently applied throughout the abstract.

Is an ethics statement required?

No.

Does proof that copyright permission has been obtained for previously published content need to be provided?

No.

Is a sponsor required?

No.

Does a funding statement need to be included in the abstract?

No. A separate conflict of interest declaration is required for each author (see [Appendix 1 Disclosure Reporting](#) earlier in these instructions).

Are references permitted?

Yes.

Is copyright retained by the authors or transferred to the congress? What is the copyright policy?

Authors retain the copyright of their abstracts.

How does an author create a speaker/author profile?

The abstract submitter develops the initial profile in the abstracts management system, then invites co-authors to fully develop profiles directly into the system (no password or account access required).

Will my abstract be published in the Academy's official journal?

Poster and oral paper abstracts will be published in a special supplement to the Academy's official journal after the meeting. Each abstract will receive a unique [DOI](#) (but will not be indexed in PubMed).

Where can I get further help?

If this document doesn't have the answer for your question, then for:

- Technical support using the abstract management process, contact Cadmium at +1 410 638 9239, or Help@ConferenceAbstracts.com
- Questions regarding the submissions process, contact Autumn Menefee at the Academy executive office by email at autumn@CLpsychiatry.org