



## SUBMISSION GUIDANCE AND FAQ

Submission deadline: 11:59 PM EDT, Monday April 1

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### INTRODUCTION

CLP 2024 will be a live event held at the Hyatt Regency Miami, Miami, Florida, November 6-9, 2024. The meeting theme is *Promoting Whole Health Through Innovative and Integrative Approaches to C-L Psychiatry*.

### NEW THIS YEAR

- General Sessions (previously referred to as workshops and symposia) are 75-min in duration this year. A maximum of four (4) speakers are permitted. Submitters have the option for either live/in-person or recorded presentations.
- A single person may be Presenting Author on only ONE (1) accepted poster. If multiple posters are accepted, an alternate Presenting Author must be identified from the authors, OR other posters should be withdrawn.
- For CLP 2024, oral paper presenters have the option for either live/in-person or recorded presentations. If selecting the latter, presenters will be expected to arrange for the recording of their presentation and share it with the Academy. Recorded presentations will be added to the

meeting website shortly before the start of the meeting. Further details will be provided in due course. This new option does not change the Academy's policy that all presentations featured at the physical meeting in Miami must be presented live.

- Presenters of submissions accepted as recorded presentations are now required to register for the meeting, either in-person or the live-stream version of the meeting. See the FAQ later in this document for a fuller explanation of registration requirements.

### **SPEAKER'S AGREEMENT**

The submission's process will require you to agree to the terms of ACLP's [Speaker's Agreement for CLP 2024](#). 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 general sessions 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 1**

A submission must be complete 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 reporting, where applicable.

### **GETTING STARTED**

Start at <https://tinyurl.com/CLP2024Abstracts>

**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 online submission process incorporates help text for the majority of functions and is intuitive. Consult this guide if you have questions or get stuck. Please read the FAQ later in this document before reaching out to the Academy executive office for help.

**PLANNING YOUR SUBMISSION**

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

- General Sessions (live/in-person or recorded); see [Appendix 4](#) for specific guidance on this submission type
- Brief Oral Papers (live/in-person or recorded); see [Appendix 5](#) for specific guidance on this submission type
- Poster; see [Appendix 5](#) for specific guidance on this submission type
- Preconference Skills Course; see [Appendix 3](#) for specific guidance on this submission type
- *Plenary Invite [reserved]*
- *General Session Invite [reserved]*
- *Skills Course Invite [reserved]*
- *Annual Meeting Cmte Members [reserved]*

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 a trainee must be the first author on the abstract, a substantial contributor to the work, and the presenter of the poster at the ACLP meeting. The trainee must be at the trainee level 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.

Task	Applies to submission type	Comments
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"> <li>• Topic</li> <li>• Promoting audience interaction</li> <li>• Alternative acceptance</li> <li>• Identifying if trainees are involved in the submission</li> <li>• Identifying content contributors</li> <li>• Indicating publication status and/or compliance with ACLP's publication rule</li> </ul> <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>
Case Report/Research Status	<ul style="list-style-type: none"> <li>• Brief Oral Papers</li> <li>• Posters</li> </ul>	Declare if your submission is a case report, and the status of research data.
Learning Objectives	<ul style="list-style-type: none"> <li>• Preconference Courses</li> <li>• General Sessions</li> <li>• Skills Courses</li> </ul>	<p>You must provide at least two learning objectives that are clear, measurable, and achievable. You may provide up to three.</p> <p>See <a href="#">Appendix 6</a></p>
MOC Questions	<ul style="list-style-type: none"> <li>• Preconference Courses</li> <li>• General Sessions</li> <li>• Skills Courses</li> </ul>	<p>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.</p> <p>See <a href="#">Appendix 7</a></p>
Disclosure Reporting	All	<p>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.</p> <p>See <a href="#">Appendix 1</a></p>
ACLP Terms & Conditions	All	See <a href="#">Appendix 2</a>

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.

Two examples of successful DEI statements:

This case report reflects the unique benefits the liaison aspect of C-L psychiatry can bring in caring for historically marginalized populations. More specifically, our patient reflects the intersectionality of multiple structural vulnerabilities, as she is female, Black, incarcerated, with prior diagnoses of serious mental illness. We also speak to how building a coalition, via a multidisciplinary care team, can best serve patients from historically marginalized, underserved, and vulnerable populations. Our speaker panel reflects this same multidisciplinary aspect, by being trainee-led with an Internal Medicine resident and medical student going into PM&R mentored by an early career C-L attending.

Significant racial disparities have been well-described in multiple stages of the transplant process. In particular, Black and Hispanic/Latinx patients are more likely than White patients to be declined transplantation due to the psychosocial evaluation (Deutsch-Link, American Journal of Transplantation, 2023). This evaluation presents a critical opportunity to identify social determinants of health that disproportionately impact minoritized patients. Our presentation aims to present a developmental lens through which to assess and intervene upon these psychosocial factors to improve outcomes. The case presented is of a Hispanic female whose pretransplant evaluation identified numerous structural barriers to care which impacted her treatment course.

### **CO-SPEAKERS/CO-AUTHORS**

The "Speakers/Authors" task requires the involvement of your colleagues; the task offers the option of inviting your colleagues to complete the task directly.

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

- Each general session can have a maximum of FOUR (4) speakers, including moderator and discussants.
- A single person may only be listed on a total of THREE (3) general 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 be Presenting Author on only ONE (1) accepted poster. If multiple posters are accepted, an alternate Presenting Author must be identified from the authors, OR other posters should be withdrawn.

## APPENDIX 1: DISCLOSURE REPORTING

The American Psychiatric Association (APA) is the ACCME-accredited co-sponsor of CLP 2024 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 recorded. 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.

Disclosure reporting requirements conform to ACCME's [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.
- APA will determine if your financial relationship(s) create a conflict of interest and the appropriate method of mitigation. Mitigation may involve but is not limited to an independent review of the meeting content you directly or indirectly develop.

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 disclosure statements: *ABC Company, Inc; device manufacturer; patent beneficiary, or XYZ Corporation; pharmaceuticals; shareholder.*

### **PRESENTER RELEASE AND CONSENT**

All presenters are required to agree to the following APA release/consent:

The American Psychiatric Association (APA) is the ACCME-accredited co-sponsor of CLP 2024 and, as such, requires compliance with all ACCME standards so that CME credits can be awarded for attendance at the sessions of the meeting. To complete your abstract submission, you will be required to agree the following CME Accreditation Attestations:

1. I have not and will not accept any honoraria, additional payments, or reimbursements directly from an ineligible company for my participation in this activity.
2. Grant of Rights. I hereby grant to ACLP an irrevocable, perpetual, and worldwide license to take all appropriate actions to fulfill APA's role in accrediting and/or hosting the educational activity for which I have contributed as a submitter or presenter, including the right to use, publish, display, broadcast, license or otherwise distribute the educational activity. In addition, I hereby grant to ACLP permission to use and publish my name, credentials, affiliations, abstracts, and any other information relating to my presentation(s) in connection with the educational activity. This permission is for worldwide, royalty-free use in print and electronic mediums.
3. Underlying Ideas. I understand, and the ACLP acknowledges, that I retain my rights to the original ideas, data, and analyses reflected in my presentation and that I may freely discuss and develop them in other contexts. I agree that if I later use or present similar or related materials, including excerpts from the presentation itself, I will not in any way designate them as, or indicate that they are or were, endorsed, sponsored, or approved by ACLP; "from the ACLP;" or otherwise associated with the ACLP.
4. Publicity. I grant the ACLP and its licensees and assigns the right to use my name, biographic material, voice, portrait, and likeness for the purpose of publicizing the educational activity and any presentation being used pursuant to the rights granted above.
5. Compensation. Unless explicitly agreed otherwise, I waive any and all compensation from the ACLP and its licensees or assigns for the grant or exercise of the rights granted above. I agree not to request and will not accept any honoraria, additional payments, or reimbursements directly from an ineligible company for my participation in this activity.
6. Warranties. I represent and warrant that nothing in my presentation violates or infringes any copyrights, trademarks, patents, or other property rights or personal rights of others, and either that (i) I am the sole author and owner of all rights in the presentation, including all materials included in



the presentation, or (ii) to the extent my presentation includes materials that are not original to me, or in which all rights are not owned by me, I have obtained all necessary consents, including but not limited to relevant patient consents, necessary for the ACLP to use them as described above and will provide any such consents in writing to the ACLP no later than 30 days before the start of the activity.

7. Indemnification. I agree to hold the ACLP and its members, officers, directors, employees, agents, licensees, and assigns harmless and indemnify them for any costs, claims, or losses whatsoever (including reasonable attorney's fees and costs) which may arise, in whole or in part, out of my participation in this activity or the exercise of any of the rights granted above.

## 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 2024 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 Recorded General Session/Oral Presentation): At least one speaker/author related to this submission must register for, attend, and present at CLP 2024 in Miami, Florida. Every individual presenting at the in-person meeting in Miami, Florida, 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 14, 2024**.
7. Preconference Skills Courses only: I agree to provide the Academy with a copy of my presentation for content review by **August 30, 2024**.

### 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 2024:

- 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 four 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 30, 2024**.

## APPENDIX 4: GUIDANCE ON GENERAL SESSIONS

General Sessions are 75 minutes long and cover topics or skills relevant or are "hot" topics in consultation-liaison psychiatry. A maximum of four (4) speakers are permitted. 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 75-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 75-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 *Promoting Whole Health Through Innovative and Integrative Approaches to C-L Psychiatry*. We will prioritize presentations that seek to incorporate the theme of this year's meeting.

This year our meeting will feature general sessions, which will be delivered either live (in-person) or recorded.

**General Sessions** are 75-minute teaching opportunities that promote high quality learning experiences focusing on relevant, "hot topics" in C-L Psychiatry. Content that features the theme of this year's meeting will be prioritized. Applicants will be provided an opportunity to choose either live or recorded platforms to deliver their presentations. When submitting your abstract, please consider: 1) background about the theme of session 2) a brief description of the content to be covered by each individual presenter in the session, 3) the approaches to adult learning and learner engagement that best fit the content, goals, and format of the session (i.e., live versus recorded), and 4) how the organization and timing of speakers will best represent the content for the session.

### Examples

For good examples of abstracts submitted and selected for the 2023 program, please see:

- [What am I Looking at? A Neuro-Imaging Primer for the C-L Psychiatrist on How to Read Imaging and Make Clinical Correlations](#)
- [Demoralization as a Transdiagnostic Phenomenon Across the Lifespan: Definition, Differential Diagnosis, Treatment, and Future Directions](#)
- [Medical Advance Care Planning in Patients with Mental Illness: Ethical and Legal Challenges](#)

## 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 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, a substantial contributor to the work, and the presenter of the poster at the ACLP 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 1, 2024, is not eligible for presentation at this meeting. For work that is expected to be published between April 1, 2024, and CLP 2024, 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 2024.

For abstracts accepted for presentation at CLP 2024 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 Example Abstracts: CLP 2023 Award-Winning Posters:**

- Best Poster 1st place: [Proactive Consultative Psychiatry: An Interdisciplinary Teaching Model](#), Jacqueline Chipkin et al.
- Best Trainee Poster 1st place: [Comparison of Suicide Risk Identification in Adult Healthcare Encounters With and Without Universal Screening: Analysis of Age Group and Reason for Encounter](#), Julia Livingstone et al.
- Best Case Report Poster: [A Dangerous Obsession: An Adolescent with Wernicke Encephalopathy](#), Conor Malloy et al.

### **Note the following deadlines for accepted content:**

- To be considered for a poster award, final posters must be uploaded by **October 14, 2024**.
- All posters and papers must be completely uploaded by **October 31, 2024**.

### **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, you have the option of a poster presentation or a recorded presentation.

### **Examples**

Here are good examples of oral paper abstracts selected for the 2023 program:

- [Mapping Functional Brain Activity and Connectivity in Delirium with Diffuse Optical Tomography](#)
- [WEBB FELLOW: The Expansion of a Women's Mental Health Fellowship and its Effect in the Number of Consultations and Referrals](#)
- [Examining the Impact of the COVID-19 Pandemic on Racial and Ethnic Disparities in Access to Liver Transplantation: A Retrospective Analysis](#)
- [Telephone-Based Cognitive Behavioral Therapy for Post-Operative Bariatric Surgery Patients: Preliminary Results from a Randomized Controlled Trial](#)



## 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. <sup>1</sup>

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 a multiple-choice question. A box labeled "stem" is connected by a bracket to the question text. A box labeled "Distracters" is connected by a bracket to options A, B, C, and D. A box labeled "Key" is connected by an arrow 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

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<sup>1</sup> 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 1, 2024
- Acceptance notifications: May 31, 2024
- Notification of meeting scheduling: June 30, 2024
- Meeting registration opens: July 10, 2024
- Preconference courses draft slide decks: August 30, 2024
- Early registration ends: August 31, 2024
- Poster competition upload deadline: October 14, 2024
- All meeting uploads: October 31, 2024

**Is CLP 2024 going to be remote or in-person?**

CLP 2024 will take place in-person Nov 6-9, 2024, in Miami, Florida. However, we will also be accepting some recorded General Sessions and Oral Paper presentations which will be posted 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.

**When is the withdrawal deadline?**

October 1, 2024. After this date we cannot guarantee removal from the on-site program book.

**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.

**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.

**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.

**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 expected to present an oral paper at the annual meeting. Do I need to submit an abstract through the abstract submission process?**

Yes. For your oral paper 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. Make sure you select the live (in-person) oral paper presentation submission type for your abstract.

**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?**

General sessions 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 general session 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.

**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?**

ACLP offers options for recorded general sessions and oral paper presentations this year. Submitters must select their preferent for a recorded presentations at the time of submission. The format (in-person versus pre-recorded) cannot be changed after acceptance. All sessions accepted for presentation at the physical meeting in Miami must be presented in person at the meeting venue. If no authors for an abstract that has been accepted for a live presentation can attend the meeting to present, regrettably, it must be withdrawn.

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

No.

**Do I need to register for the meeting if my submission is accepted?**

Yes. Regardless of submission type, you are required to register for the meeting, no exceptions.

If invited to present your submission in person at the meeting venue, you must register under the appropriate live/in person registration categories; you cannot register for the live-stream version of the meeting.

If your submission is accepted as a recorded presentation, you may register for either live/in person (if you plan to physically attend the meeting) or live stream versions of the meetings. Only the presenting author of an oral paper accepted as a recorded presentation is required to register for the meeting, either in person or live stream. All presenters of a General Session accepted as recorded presentation must register for the meeting, either in person or live stream.

A one-day only rate is available for the in-person meeting if you only wish to deliver your presentation and not participate in the rest of the program. There is no equivalent one-day only rate for the live stream version of the meeting and you must register at the applicable rate. Registration fees and procedures will be published on the meeting website in July.

**Does ACLP accept late-breaking submissions?**

ACLP is not accepting late-breaking submissions for CLP 2024.

**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 2024.

**What is ACLP's publication rule?**

Work published or accepted for publication before April 1, 2024, is not eligible for presentation at the meeting. For work that is expected to be published between April 1, 2024, and November 2024, 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 2024.

Note: Abstracts accepted for presentation at CLP 2024 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.

**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 general session, oral paper presentation, or poster be industry-sponsored?**

No.

**Are abbreviations permitted?**

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

**Is there a submission fee?**

No.

**What is the deadline for changing presenters?**

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, 2024.

**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](mailto:Help@ConferenceAbstracts.com)
- Questions regarding the submissions process, contact Autumn Menefee at the Academy executive office by email at [autumn@CLpsychiatry.org](mailto:autumn@CLpsychiatry.org)