



GUIDELINES FOR CLINICAL CASE CONFERENCES

CLINICAL CASE CONFERENCES are 2-hour, live, in-person sessions that present 1-3 in-depth discussion of the initial assessment(s) and the treatment course(s) that followed. All clinical case conferences will take place between October 20-October 25.

Clinical Case Conferences allow clinicians to present difficult case material and/or new diagnostic or treatment approaches. While a Clinical Case Conference can include didactic presentations, it is essential that there is ample time left for audience Q&A and discussion with the experts.

IMPORTANT DATES & DEADLINES

- **May 30** – All Clinical Case Conference presenters agree to Intent to Present
- **May 30** – Clinical Case Conference chair(s) submit AV requests for additional equipment beyond that listed below
- **October 15** – Upload any slides and/or supporting materials attendees should have access to before, during, or after attending the Clinical Case Conference
- **October 20-October 25** – All Clinical Case Conferences are held live in Chicago

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STANDARD ROOM SETUP & AUDIO/VISUAL EQUIPMENT PROVIDED

A **Clinical Case Conference** will be in a room with theatre style seating. A podium and head table will be provided for presenters. If accepted, AACAP will provide a screen and a projector for this session type. Microphones are provided based on room size. Additional AV requests will be considered but cannot be guaranteed.

AUDIENCE ENGAGEMENT

AACAP encourages you to create active, engaged learning opportunities during your **CLINICAL CASE CONFERENCE**. Here are just some of the ways you can do this:

- Include stories and real-life cases
- Play music or video clips (permission from publisher or subject may be required)
- Link visuals with text
- Encourage social media posts about lessons learned
- Use interactive polling
- Act out scenarios given during the session
- Break into groups for special activities or small group discussions

SLIDES AND HANDOUTS

AACAP encourages Clinical Case Conference presenters to use slides and handouts to help facilitate learning. If slides and handouts are being used, please upload them to your Speaker Center page no later than October 7. These materials will be made available online to registered attendees only. AACAP will not edit your slides or handouts.

SLIDE FORMATTING AND REQUIREMENTS

Slides can be an important tool to facilitate learning and interaction. If you are using slides, please be sure they are well organized and designed using some of the tips below:

1. **Keep it simple**

The main points and purpose of each slide should be easily identifiable with the details filled in by the presenter's verbal teaching.

2. **Use colors effectively**

Keep slides colorful and use graphics/photos as much as possible. Light colors can easily wash out. Stick with high-contrast color designs and avoid using subtle tone variations that can be difficult for audiences to see.

3. **Tell a story or include case studies**

Presenting your messages with the aid of cases or stories will keep your audience attentive.

4. **Size of slides**

Make sure your slides use the 16x9 aspect ratio (rather than 4x3) for the best visual display.

RECOMMENDED ORDER OF SLIDES

- 1st slide: Title of talk, your name, and affiliation (affiliation logo may appear on the title slide only).
- 2nd slide: Disclosures of financial relationship with [ineligible companies](#) as well as any off-label medication uses in your presentation.
 - If you have no conflicts, state "No conflicts of interest with ineligible companies." See below for more information on AACAP's Disclosure of Financial Relationships policies.
- Content slides: Body of presentation
 - ***Include ethical and inclusive content as far as the topic allows.***
- Second-to-last slide: Clinical relevance of the information presented.
- Last slide: Summary slide.
- References: An optional slide listing all references used in your presentation.

OTHER GUIDELINES TO USE

- **Generic names must be used for medications (with trade name in parenthesis).**
- DO NOT include copyrighted cartoons/pictures/images.
- DO NOT put blurry scanned pages from journals in your slides.

CONTENT ADDRESSING ETHICAL AND INCLUSIVE CLINICAL EDUCATION

AACAP is deeply committed to advancing mental health access and quality care across populations. We support training and practice approaches that help clinicians provide effective, person-centered, and contextually informed care for individuals from a wide range of backgrounds and life experiences.

We strongly encourage presenters to consider including content that examines variations in prevalence, diagnosis, or treatment across varied cultures, groups, and communities — or to explore other meaningful ways to integrate principles that promote inclusion and ethical care into their presentations. This may include inviting presenters with a

range of perspectives, incorporating insights from individuals with personal or community experience, or drawing from the setting of Chicago to enrich the session content in ways that reflect AACAP's mission.

If such information is limited or not included in a presenter's work, we ask that speakers acknowledge these gaps and highlight the need for continued efforts to better meet the needs of diverse communities in research and practice.

DISCLOSURE OF FINANCIAL RELATIONSHIPS

- **Disclosure is required** of all Annual Meeting presenters on slides if being used **AND** verbally at the beginning of your presentation.
- BEFORE beginning your presentation, you have a duty to disclose:
 - All financial and other relationships with ACCME defined ineligible companies should be disclosed as a potential conflict.
 - ***An ineligible company is defined as any entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. The ACCME does not consider providers of clinical service directly to patients to be ineligible companies. For this purpose, "financial relationships" are those in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options, or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committee or review panels, board memberships, and other activities from which remuneration is received, or expected. 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.***
 - Any off-label medication uses recommended.
- If there has been a change to your disclosure, contact AACAP at meetings@aacap.org right away so your disclosures can be updated in the presenter database.

REGISTRATION

- Presenters must pay registration fees for AACAP's Annual Meeting, either online or by mail, starting on July 31, 2025.
- The only exception are presenters who are not psychiatrists; these presenters still need to register but will be charged a lower presenter non-psychiatrist registration rate.

AACAP Contact Information

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