



## Instructions for Clinical Perspective Sessions

Clinical Perspectives will be pre-recorded through Zoom with a live streaming Zoom question and answer/discussion session meant to solidify learning and add additional depth to the lectures. Recordings will be made available to attendees beginning October 18, and the live streaming Q&A will take place during the week of October 25-30.

The Program Committee designated Clinical Perspectives for this hybrid form of presenting due to the length of the program and nature of the talks.

The didactic, lecture-style presentation with slides will be the pre-recorded portion, and the question and answer session/discussion will be live streamed at a designated day and time. We encourage making both portions interactive and engaging the audience in a virtual way. See below for suggestions.

Clinical Perspectives present a particular topic related to treatment, research method, service delivery, or clinical care, which is evidence-based, but also includes the “art” and clinical wisdom of the practice of child and adolescent psychiatry. Clinical Perspectives have 2 hours of pre-recorded content with 45 minutes for live Q&A and/or panel discussion. These programs are open to all attendees.

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### Important Deadlines

- **Late August-Mid-September** – AACAP will schedule a time for you and your co-presenters to audio and video record your presentation together with a professional recording technician.
- **August-September** – Various live and on-demand trainings will be made available for presenters. More details to follow.
- **Monday, October 11**– Upload PowerPoint slides to AACAP website.
- **Monday, October 11** – Confirm the following details:
  - Who will co-host/facilitate the live Q&A
  - If using polling in the live Q&A, submit polling questions
  - If using breakout rooms, how many are needed

## Scheduling

- Your Clinical Perspectives presentation will be pre-recorded in Late August-Mid-September 2021.
- The live streaming Q&A/panel discussion session (45 minutes) schedule is posted on our website—please check [www.aacap.org/AnnualMeeting-2021](http://www.aacap.org/AnnualMeeting-2021) for your Q&A date and time.
- If for any reason you find that you will not be able to present at the Annual Meeting, please contact AACAP immediately.

## Pre-recorded Session

- This will be your didactic, lecture-style, content presentation.
- You will be presenting slides with video/audio captured by a technician.
- You will be contacted by AACAP to schedule a time to pre-record your presentation.
- To improve the flow of the session, all speakers will be asked to find a time to record together. Scheduling details will be available in July.
- Discussants will need to pre-record their remarks as well. They may summarize or have take home points during the live Q&A, but the main part of their comments will be pre-recorded.
- For your pre-recorded lecture, you will need access to:
  - A computer with high-speed, reliable internet access.
  - Earbuds or headphones with a microphone that can plug into your computer. Please Do NOT use a Bluetooth Headset or Apple AirPods.
  - Quiet surroundings: please make sure you have set aside a time and space where you will not be disturbed by others.
  - A space with light in front of you (e.g., do not sit with a window or light behind you during your recording).
- Technical support will be available during your recording session.
- For additional tips, [see these videos](#) and look for additional resources about how to effectively present virtually coming in August.

## Live Streaming Q&A Session

- The week after your pre-recorded session is released to attendees to view, you will facilitate a live Q&A/discussion session via Zoom. This session should have some structure to it, as well as offer free-flowing questions and answers.
- The structure can be presented in a variety of ways:
  - While viewing your pre-recorded lecture, attendees can **submit questions in advance**, which a moderator (chair or presenter) in your session can review and present to an individual or a panel of speakers during the live Q&A.
  - A **chat feature** will be enabled to allow attendees to ask additional questions to speakers and attendees during your live Q&A session.
  - You may opt to set up a **panel-style discussion**.
- You may use real-time **polling** as a way for speakers to ask questions to get the discussion going. See the website for [polling instructions in early August](#).
- The Program Committee recommends these suggested techniques for additional audience engagement:
  - Include stories and real-life cases
  - Play music or video clips

- Link visuals with text
- Encourage social media posts about lessons learned
- Be creative!
- Technical support will be available for you and the attendees during this time and starting 20 minutes prior to your session's start time.
- For additional tips, [see these videos](#) and look for additional resources about how to effectively present virtually coming in August.

## Slides

- All slides should be uploaded to AACAP's website for attendees to access. Slides will be due October 11. Email instructions on how to upload materials will be sent to you.

## Slide Format for a Virtual Presentation

Doing what you have always done may not apply in a virtual format. Take a step back and think about what message you want the attendee to get from your presentation. Well-organized slides become a focal point for the attendees.

### 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 online. Stick with high-contrast color designs and avoid using subtle tone variations that can be difficult for virtual audiences to see.

### 3. **Minimize the use of transitions and animations**

Since virtual presentations are transmitted through the internet, depending on the quality of the connection, slide animations and transitions can affect lag time or produce audio-visuals not in sync. It is suggested to minimize these to avoid presentations streamed choppy to the audience.

### 4. **Tell a story or include case studies**

For virtual presentations you need to capture the attention of the audience without the use of body language. Presenting your messages with the aid of cases or stories will keep your audience attentive.

### 5. **Size of slides** – craft your slides in 16x9 (rather than 4x3) as this size displays better virtually.

- **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 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 policies.

3rd slide: 3-5 brief learning objectives of your presentation - put all in one slide.

Content slides: Body of presentation - maximum 1 slide per minute of your talk.

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.

- Generic names must be used for medications (with trade name in parenthesis).

- DO NOT include copyrighted cartoons/pictures/images. [Select here to find free use images.](#)
- DO NOT put blurry scanned pages from journals in your slides.
- Only use official abbreviations, and when using an abbreviation, **make sure** to spell out the entire word, or term, the **first** time it is used in your presentation. A list of the most common abbreviations and acronyms can be reviewed [here](#).

**Slide presentations are due to be uploaded on AACAP's website by October 11.**

### Disclosure of Conflict of Interest and Affiliations

- **Disclosure is required** of all Annual Meeting presenters.
- BEFORE beginning your presentation, you have a duty to disclose:
  - Any ACCME-defined ineligible company (formerly called commercial interest), financial, or other affiliations. *The Accreditation Council for Continuing Medical Education (ACCME) defines an ineligible company (formerly commercial interest) as any entity producing, marketing, re-selling, or distributing health care good or services consumed by, or used on, patients. The ACCME does not consider providers of clinical service directly to patients to be commercial interests.*
  - Any off-label medication uses recommended.
- Disclosure must be made:
  - In writing and in advance to AACAP (in the Call for Papers).
  - On the first content slide in a presentation.
  - Verbally at the beginning of *each* presentation (during the pre-recording).
- Use of the Standard Disclosure Format is **required**.
  - The standard slide is available at <http://www.aacap.org/AnnualMeeting-2021>. If slides are not used, verbal disclosure is acceptable.
  - **When in doubt, report!**
- **When there are no conflicts of interest or affiliations, this should be indicated on a slide and verbally.**
  - The reporting time frame is the past TWO years and imminent support. If external funds have an impact on that particular presentation, then any time frame is relevant, e.g., funding for a study which ended prior to two years ago but is now being reported must be disclosed.
  - If there has been a change to your disclosure, email appropriate information immediately to AACAP at [meetings@aacap.org](mailto:meetings@aacap.org).

### Recording Permission

- AACAP records all Clinical Perspectives at the Annual Meeting and the live portion of the program will be recorded and made available to attendees within 36 hours of the presentation.
- AACAP sells the recordings to individuals after the meeting as well as may repurpose content for future programs.
- All presenters should have completed the Recording Permission Form during the Call for Papers.

### Registration

- All presenters are required to register for the full meeting. [See here for speaker registration.](#)

### Publications

- Information about your Clinical Perspectives will be posted in a variety of places.
  - Please inspect the online Program Schedule, and report errors in names, titles, and other information to AACAP's Meetings Department at [meetings@aacap.org](mailto:meetings@aacap.org).
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