



GUIDELINES FOR NEW RESEARCH POSTERS

Important: As A PRESENTING AUTHOR of the poster, you are the only person to receive this information. Please distribute it to your co-authors who are not presenting.

In addition to presenting your poster in person in Chicago, October 22-25, New Research Posters must be uploaded to AACAP's website to view from October 20-December 1. An online message board will be available for attendees to ask questions and interact with the authors.

IMPORTANT DATES & DEADLINES

- **October 15** – Upload Poster PDF to AACAP's website (instructions available in the fall)
- **October 22-October 25** – All Posters presented in person in Chicago, in one of six New Research Poster sessions

POSTER DESIGN AND FORMAT

- AACAP requires use of an updated poster format designed to highlight key study findings and facilitate more in-depth discussions with presenters. At least one third of the poster, preferably in the center, should summarize the key finding in simple language. The central area may also include a web link to a longer abstract/paper. Smaller side panels may present additional information on study design and results. For guidance and further examples of this updated approach, please view [this video](#).
- AACAP recognizes that presentation of scientific findings in posters can vary significantly.
- When presenting about a medication, you **MUST** use the generic name.
- If applicable, all sources of study funding should be included and plainly visible on the poster.
- AACAP will allow the submission of handouts as supplemental materials for this poster that will be made available for attendees online.

IN-PERSON POSTER PRESENTATION REQUIREMENTS

- You must produce your poster and bring it with you to the Annual Meeting in Chicago.
- The poster board surface area is 4' high and 8' wide (1.2 meters high by 2.4 meters wide.) Your Poster should be no larger than this.
- The title and list of authors should be placed at the top of the poster. The width of the lettering for the title should be at least 1".
- **The primary presenters' and authors' disclosures must be displayed at the top right corner of the poster. The font for these disclosures must be at least 12-point.**
- Avoid using heavy boards as they may be difficult to keep in position. Thumbtacks will be provided.

TIPS ON PREPARING POSTERS

- Bear in mind that your illustrations may be viewed from distances of 3 feet or more in person and will also be shrunk for virtual attendees to view at a glance. All lettering should be at least 3/8" high, preferably in bold clean type. Fonts should be at least 14-point.
- Hand-drawn charts and illustrations should be similar to slides. Block coloring can add emphasis and clarity. Captions should be brief. Labels few, but clear. Avoid unnecessary details.
- It is useful to indicate (by numbers, letters, or arrows) a sequence for studying your material.
- Ideally, your poster should be self-explanatory so that you can supplement and discuss particular points raised by inquiry. The Poster Session provides an opportunity for intimate, informal discussion, but this becomes difficult if you are obliged to devote most of your time to merely explaining the Poster to a succession of attendees.
- Neither projection equipment nor power will be provided in the New Research Poster session area.
- When presenting about a medication, you must use the generic name.

ONLINE POSTERS AND HANDOUTS

- You will be required to upload a PDF file of your Poster to AACAP's website so that attendees can access the content of your Poster during and after AACAP's 2025 Annual Meeting and the CAP@Home Virtual Experience.
- Virtual participants will be able to comment or ask questions on the Annual Meeting website. Please be available during the week of October 20 to respond to messages.
- File Size: up to 25 MB. The larger the file size, the clearer the image will be online.
- Look for an email from AACAP about how to upload your Poster and any supporting handouts in late summer.

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 for the primary author(s)/presenter(s) on the poster** and considered to be an obligation of all attendees who present a poster or speak at the Annual Meeting.
- Disclosure must be made:
 - In writing and in advance to AACAP. The reporting timeframe is a minimum of 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).
 - When in doubt about reporting, request guidance from meetings@aacap.org. The Program Committee will respond promptly to questions about disclosure of affiliations.

- If there has been a change to your disclosure, email appropriate information immediately to AACAP at meetings@aacap.org.

CONTINUING MEDICAL EDUCATION (CME)

- New Research Posters *do not* offer CME credit.

SCHEDULING

- Abstracts scheduled for presentation in New Research Poster Sessions are grouped by topic and are numbered and listed, crediting all authors, in the *Program Book*, *Book of Scientific Proceedings*, online *Program Schedule*, and in the *Mobile App*.
- In person Poster sessions are 2 hours in length, and it is expected that at least one presenting author will remain with the poster during the entire session.
- Poster sessions are scheduled Wednesday-Saturday of the Annual Meeting. Please check the *Program Book*, App, or the Program Schedule onsite to confirm your Poster number in August.
- A preliminary schedule of New Research Poster Sessions will be posted on our website at the **beginning of August**. Please check the [Annual Meeting website](#) for your presentation date and time.
- Posters are available to view and interact with online from October 20-December 1.
- Authors should be available during these weeks to discuss your poster via an online message board and respond to attendees' inquiries.

If for any reason you find that you will not be able to participate in the Annual Meeting, please contact the [Meetings Department](#) immediately.

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.

HONORARIA

- AACAP **does not** provide honoraria for presenting at a Poster Session.

PUBLICATIONS

- Information about your New Research Poster will be published in three places: AACAP'S 2025 Annual Meeting *Program Schedule*, AACAP's 2025 Annual Meeting App, and the special online issue of the *Journal of the American Academy of Child and Adolescent Psychiatry*.
- Please inspect and report errors in names, titles, and other information published in the online schedule to AACAP's Meetings Department at meetings@aacap.org. Errors that are not reported may be repeated in other publications.

WHEN TO PUT POSTERS UP

- Poster presenters must mount their posters on the assigned board 30 minutes immediately preceding the scheduled session.

PRESS

All presentations of data, research, or other information presented at AACAP's meetings are **embargoed** until after the program is presented, unless the presenter and Chair of the Program Committee agree to an earlier release in writing.

PHOTOGRAPHY/CELL PHONES

Photographs may not be taken in any meeting. Members of the audience found taking pictures will be asked to leave the session. Cell phones and beepers must be silent, or the participant will be asked to leave the session. Of course, presenters are expected to ignore cell phones for the duration of the presentation.

AACAP Contact Information

American Academy of Child and Adolescent Psychiatry
3615 Wisconsin Avenue, NW, Washington, DC 20016-3007
202.966.7300, ext. 2006
Email: meetings@aacap.org