



## **AACAP Annual Meeting Submission Roles**

**Author:** An author on a poster or an individual presentation in a Clinical Perspectives, Symposium, or Institute is a contributor to the research that is being presented. However, this person is NOT a presenter. They do not have to attend the Annual Meeting and do not qualify for presenter registration rates. There can be a maximum of ten authors on an individual poster and/or presentation.

**Chair:** A session chair takes the lead in organizing the session before the Annual Meeting and runs/moderates the live session. This person is the main point of contact for AACAP throughout the planning process leading up to the Annual Meeting and is responsible for coordinating the session in its entirety, from requesting additional AV equipment, to implementing any audience engagement strategies. They must register for and attend the Annual Meeting in person.

**Co-Presenter:** A co-presenter is a speaker in a session. This person is responsible for presenting the content as coordinated by the session chair(s). They have the responsibility for reviewing and approving their contact information and their disclosures of financial relationships. They must register for and attend the Annual Meeting in person.

**Discussant:** A discussant is a speaker on a session who synthesizes the formal presentations and provides other perspectives on the content. If most of the presenters are from one institution, the discussant should be from a different institution to provide balance to the presentation. They have the same responsibilities as a co-presenter. They must register for and attend the Annual Meeting in person.

**Presenting Author:** A presenting author is the person who presents a poster. They must register for and attend the Annual Meeting in person. They have the responsibility for reviewing and approving their contact information and their disclosures of financial relationships. There can be a maximum of two presenting authors on an individual poster.

**Submitter:** The submitter is the person who initiates the submission to AACAP for review. This person does not need to be a presenter but must be in contact with all presenters listed on the session. They receive an email upon completing the first step of a submission with a link to continue and/or make changes to the submission up until the deadline, February 13, 2025. AACAP does not contact the submitter after the February 13 deadline but rather, communicates directly with the chair(s).