

ARIZONA PSYCHIATRIC SOCIETY

PSYCHIATRIC PHYSICIAN PEER

POSTER SUBMISSION AND PRESENTATION GUIDELINES

Guidelines for Abstract Submission

Posters are to present for preview new research and case findings or to present for peers recent best research or case findings. There shall be only one presenter per poster (see Guidelines below for permitted substitutions). An abstract relating to the poster content shall be submitted by the stated deadline. After review, the submitting author will be notified if accepted for poster presentation and given information regarding the specifics of presenting.

The presenter must be a psychiatric physician licensed in the State of Arizona.

In addition to submitting the overall poster abstract (maximum of 3,000 characters, with spaces), which shall be a concise description of results, findings, and conclusions, the presenter shall submit (i) the poster title (maximum of 150 characters, with spaces) (Title should be brief, unique, and interesting), (ii) presenter information (name and credentials, affiliation, e-mail, and telephone), (iii) list all co-authors, separated only by commas (name and credentials, academic affiliation not required unless changed to be the substitute presenter), and (iv) provide the name of one to two topics that best describe the overall focus of your proposed session.

All presenters must be available to present at the meeting and must register for the meeting prior to the date of their presentation.

Guidelines for Poster Sessions

There may only be one presenter for each poster and the presenter must be an investigator on the research study and included among the authors listed on the abstract submission. If the researcher or named first author who submitted the poster cannot attend the meeting and wishes to have a co-author substitute, please notify the APS administrative office (teri@azmed.org). The substitute presenter must provide contact information and agree to the APS Poster Guidelines in order to be included as the presenter in the Program. The substitute presenter will be considered the named first author for purposes of peer judging and recognition.

In order to be peer judged, the poster must be presented. Any posters displayed but not presented will be acknowledged in the Program, but will not be eligible for judging.

Research scientists/authors who are pharmaceutical company employees are eligible to present a poster (poster sessions are not an AMA PRA Category 1 Credit™ activity). However, pharmaceutical representatives (e.g., sales and marketing staff) are prohibited from presenting the poster or assisting during the poster presentation.

Posters must report only findings of the research. No advertising or product identification by brand name is allowed. If any or all of the work in this poster was prepared with commercial support, a statement “Supported by funding from [name of company]” must be noted in the lower left corner of the poster in Arial 72 point font, with no bold, italics, special colors, or other enhancement of the company name, product, or any other portions of the statement.

Generic names of drugs should be used throughout the poster; if brand names must be used, they must be used for all products referenced.

Information regarding unapproved uses of approved products or investigational uses of unapproved products must be clearly presented with the following statement included on the poster: "The following information concerns a use that has not been approved by the U.S. Food and Drug Administration."

The presenter must wear only their APS meeting badge and not badges or insignia of companies. No company or product identification may be included on badges or otherwise worn by the investigator.

Presenters may mention to participants other CME activities at the meeting, including industry-supported symposia, which relate to the research presented in the poster.

The presenter may not engage in product detailing and may not direct participants to particular exhibits at the meeting or other company-sponsored non-CME activities such as Product Theaters or Informational Programs, or otherwise "market" the company or any product.

Research results reported on the poster may not be displayed or distributed at the meeting by industry representatives or as part of a booth in the exhibit hall.

No CD-ROM or bound books may be distributed.

If providing handouts, the handouts must be limited to a one-page photocopy of the poster. The handouts must include the disclosure information on the funding of the research: "The research reported here was supported by [name of company]." Generic names of drugs should be used throughout in the handout. Any information regarding unapproved uses of approved products or investigational uses of unapproved products must include the following statement: "The following information concerns a use that has not been approved by the U.S. Food and Drug Administration."

The Poster Layout

The poster board surface area is 4' high and 8' wide, and will contain the poster number assigned to your paper so you will know which board to use. For efficiency of displaying posters, there will be two posters displayed within this space provided the poster sizing allows. If the poster being displayed exceeds 48" x 48", please notify the administrative office in advance (teri@azmed.org) so that additional display space can be allotted.

Depending upon the number of accepted abstracts, there is a chance that electronic display will be used, so please also confirm with the administrative office before producing the poster if you are specifically printing it for this meeting.

Your poster should include the abstract title and the name(s) of the author(s) in prominent lettering, recommended to be at least 1" high. If this information is not printed prominently on the poster, you may post said information on a separate sheet of paper in the upper right corner of the display area.

Guidelines for Poster Recognition

Recognitions of the results of the peer voting on the poster presentation will be made out to the named first author (the poster presenter). In the instance of a substitute presenter, he or she shall be considered to be the named first author for the sake of recognition.

Prizes are awarded solely to the named first author (the poster presenter). Contributing, secondary authors will be recognized in the Program but will not be provided any portion of any peer recognition prizes.