



### ACNP Mini-Panel Guidelines

**DEADLINE for proposals from ACNP member chairs: May 9, 2017\***

**DEADLINE for individual presenter abstracts: May 23, 2017\***

**DEADLINE for chairs to review and finalize session: May 26, 2017\***

*\*All deadlines occur at 5:00 PM Central*

- ❖ A mini-panel is a moderately formal 75-minute session that includes 1 chair and 3 presenters. A co-chair is optional.
- ❖ Each of the 3 presentations lasts 25 minutes which allows for a 20-minute presentation and 5-minute discussion period. Time limits will be strictly enforced since two mini-panels will be conducted within the time-frame of a single regular panel.
- ❖ Mini-Panel sessions will be scheduled with the assumption that **all speakers agree to be available on all days** of the Annual Meeting. All participants will attest a statement to this effect at the time of submission on the submission site. *Special requests to present on a particular day of the week will not be permitted.* Mini-panels will be scheduled by the Program Committee to provide balance on themes throughout the meeting. Chairs of proposed sessions should verify that their participants will be available during the time following the acceptance of the mini-panel prior to the meeting and at all times throughout the meeting.
- ❖ Mini-Panel proposals **must be chaired** by an ACNP member.
- ❖ Mini-Panel participants must be from various institutions so the meeting attendees get the benefit of cross-institutional collaboration. A strong justification is required for proposals in which all participants are from the same institution.
- ❖ Mini-Panel participants should include women, under represented minority and/or early career scientists/clinicians. A strong justification is required for proposals in which participant diversity is not included.
- ❖ An individual **cannot** be listed as a presenter on more than **1 submitted proposal** (mini-panel and/or panel) per year, and cannot be listed for more than **2 total roles** (chair, co-chair or presenter). This maximum does not include participation in study groups. It is incumbent on the individual to know their potential roles on submitted mini-panels and panels. If an individual is listed on more than 2 total roles at the time of the submission deadline, the panels will not be reviewed. ACNP staff will not be responsible for contacting individuals to clarify which panel they elect to participate on.
- ❖ Mini-Panel presenters must be willing to reveal the structure of a compound or gene discussed during their presentations.

- ❖ Once a mini-panel is accepted, speaker changes are NOT allowed unless approved by the Program Committee Chair. A strong justification for the change by the Proposed Session Chair will need to be submitted. If the Program Committee deems that the quality of mini-panel is significantly affected with this change, *they may opt to replace the proposed session with another one.*
- ❖ There is a limit of 3200 characters for the text of the overall abstract submission. This includes title (250 characters), unique data (950 characters), and proposal body (2000 characters), **not counting spaces.**
- ❖ There is a limit of 2950 characters, **not counting spaces**, for the body of the individual presenter abstract submission. The title has a maximum of 250 characters, **not counting spaces.**
- ❖ The ACNP uses a structured abstract for the individual presentations that is broken into 4 parts: Background, Methods, Results, and Conclusion. Only abstracts submitted in this structure will be reviewed.
- ❖ Timers are provided. It is the responsibility of the chair to keep to the schedule approved by the Program Committee.
- ❖ A maximum of \$2,500 per mini-panel will be available to support travel for non-member participant and associate member expenses. No honoraria can be paid from the funds.
- ❖ **Non-member participants who received financial support for participation for the 2016 Annual Meeting are not eligible to receive financial support in 2017. Chairs must inform non-members of this policy.**
- ❖ Registration fees are waived for non-member participants, but they must still register for the meeting.
- ❖ Audiovisual equipment available for every mini-panel: laptop, LCD projector, laser pointer, podium, and microphone.