



Canadian Psychiatric Association

74th ANNUAL CONFERENCE

November 6-9, 2024

Montréal, Québec

Important Information for Presenters

Registration Requirements

It is CPA policy that all presenters, regardless of presentation type, register for the conference and pay the applicable registration fee. This applies to the day of the presentation(s) as well as any other days the presenter in question attends the conference.

Presentation Format

Other than preconference courses, all program sessions operate on a first-come, first-access approach. In addition, please note the following requirements by presentation type:

General Session:

General sessions are 60 minutes in duration. In accordance with Maintenance of Certification (i.e., accreditation) standards, at least 25 per cent of the total time must be dedicated to interactive learning (e.g., cases, small groups) or question and answer periods.

Courses:

These sessions are either 60 or 120 minutes in duration. In accordance with Maintenance of Certification (i.e., accreditation) standards, at least 25 per cent of the total time must be dedicated to interactive learning (e.g., cases, small groups) or question and answer periods.

Papers:

Each paper within a paper session will be allotted 15 minutes; 10 minutes for presentation and 5 minutes for question and answer. Paper sessions will run 60 minutes and will consist of a maximum of four individual papers. A moderator will be named for each session who will be responsible for time tracking.

The RO Jones Awards for Best Papers recognize the top papers presented at the annual conference. All accepted papers are automatically considered for these awards.

Posters (Early Investigator and Research):

Posters will be displayed **in-person only** on poster boards located in the Foyer (Convention Level). There will be two early investigator poster sessions (Thursday and Friday from 10:45 – 11:45) and two research poster sessions (Thursday and Friday from 15:45 – 16:45).

Poster sessions will be held concurrently with other scientific presentations. A facilitator/judge will take a group of attendees through all the posters on display for the identified session. Each poster presenter will have approximately two minutes to present, followed by one minute of questions from the group.

Posters are three and a half feet (3.5') high by three and a half feet (3.5') wide. Posters will be mounted on double-sided poster boards that are 48" tall x 96" wide; therefore, there will be two posters side-by-side posted on each side of the display board. Some pushpins will be provided but we encourage you to bring extra pins to mount your poster to the board. A listing of board assignment numbers will be available on-site and poster titles and authors will appear on the applicable board.

You are free to design your poster to best showcase your work, through images, graphs, text, infographics, or photos. It is recommended that the following information be included to fully outline your presentation to the audience:

- Title: project title
- Authors: your name, names of collaborators, and organization

- Background (or Introduction)
- Research Question or Purpose
- Methods or Interventions
- Results (or Results and Applications)
- Summary/Conclusions or Future Directions
- Acknowledgments: include any sources of funding your project received

Best Poster Awards recognize the top three posters presented at the annual conference. To qualify, presenters must set-up posters at their assigned poster board at least one hour prior to presentation, and presenters must be in attendance at their posters during their assigned poster session. Presenters are reminded that they are responsible for removing their poster at the end of each session as the CPA will not be held responsible for posters left on the boards.

Disclosure Requirements

Presenters must disclose any off-label medication uses as well as any commercial or financial conflicts of interest within the last 24 months. This is required under Maintenance of Certification regulations.

Please acknowledge funding sources for your research and other possible conflicts of interest in advance to the CPA, in your slides and verbally during your presentation. A disclosure slide must be prepared and shown as the second slide of any audio-visual presentation. Sessions will be monitored for compliance.

Your disclosure information will be made available to the program subcommittee and will be made available to participants.

Policy for Use of Generic Names

When presenting about specific drugs, please use their generic names, including in any slide materials. Medications should be listed alphabetically to avoid perception of bias. Sessions will be monitored for compliance.

Copyright

If you are including any third-party copyrighted material in your presentation, you must obtain written permission from the copyright owners and provide a copy of this permission in advance to CPA at conference@cpa-apc.org.

Recording of Sessions

No presentation or session may be electronically recorded, transmitted, or posted without CPA's express written permission. A request to record any session must be submitted to the CPA in writing at least 30 days prior to the presentation date, and is subject to terms, conditions and final approval by the CPA.

Audio-Visual Equipment

If you plan to use an LCD projector, **you must bring your own laptop/Mac computer**, any necessary cables and/or converters and a back-up USB device of your presentation in case your computer malfunctions. The conference is presented on a PC (Microsoft) based platform and any Mac users must bring any additional adapters to present their abstract in this environment. For presentations with multiple presenters, the CPA recommends that the chair/lead presenter collects all presentation slides on one computer.

Publications

Information about your presentation will be published in the program schedule appearing on the CPA website. Please inspect and report errors in names, titles and other information to conference@cpa-apc.org.

About Slides

Presenters will appropriately document references in their slides or other presentation materials. In addition, remember that your attendees will be reading your slides from some distance away, so be aware of the effect that small or intricate font styles, dark or busy backgrounds and text-heavy slides have on your audience's ability to see and understand your message.

Evaluations

Please announce at the beginning and end of your presentation that it is extremely important for attendees to complete the online evaluation forms. Evaluations provide you and your co-presenters with helpful feedback and provide an opportunity for attendees to reflect on what they may have learned by attending your presentation.

Media and Press

Conference presenters may not plan media events or press conferences during the Annual Conference without prior notification in writing and approval from the CPA's Chief Executive Officer. This is to ensure that scheduling conflicts with official CPA media relations' events do not occur, and that any pre-event media advisories and/or subsequent coverage do not inappropriately imply the CPA's approval or endorsement.

Honoraria

The CPA does not provide speaking fees or honoraria to Annual Conference presenters.