



American Association of  
Directors of Psychiatric  
Residency Training

## Details for 2022 AADPRT Annual Meeting Presenters

**\*Please do not request extensions to deadlines as they will not be honored.  
Materials will not be accepted after the deadline.**

**Platform:** We are using Chime Live hosted by Encore/PSAV. Plenaries are webinar-style while all other programming will have Zoom meeting integration. **All sessions are accessed via Chime Live using your Google Chrome web browser.**

**To ensure compliance with accreditation, and that those viewing the conference are indeed registered, all programming will run thru Chime Live. Persons establishing and sharing Zoom links for any annual meeting programming will be removed from the Annual Meeting without registration fee refund.**

**Speaker training:** AADPRT will offer two trainings in February (dates TBD).

**Rehearsals:** We will not be hosting.

**Speaker photos and bios are due Tuesday, 1/25. If you are speaking on multiple days, PLEASE upload for each day you are speaking ([Meeting Schedule](#)). This saves staff many hours of searching for your information.**

Bios: No more than 2500 characters, no bullet points.

Photo: jpeg or png file no smaller than 300dpi

Photo file name format: submitter last name\_first five words of session\_photo (e.g. smith\_how to engage residents in\_photo)

[Tuesday](#)

[Wednesday](#)

[Thursday](#)

[Friday](#)

[Saturday](#)

**Handouts are due Friday, 2/11. When submitting handouts, ensure only ONE presenter submits on behalf of your workshop.** Your session is allowed one PDF document (if you have multiple files, merge into one PDF). ([Meeting Schedule](#))

Title format: submitter last name\_first five words of session\_handout (e.g. smith\_how to engage residents in\_handout)

Use appropriate link below to submit.

[Tuesday](#)

[Wednesday](#)

[Thursday](#)

[Friday](#)

[Saturday](#)

**Slides (in PowerPoint AND PDF format) are due 2/11. When submitting slides, ensure only ONE presenter submits on behalf of your workshop.** Our accreditor requires virtual conferences to submit slides in advance of our event. If we do not receive your slides, you will be unable to present. Changes to material **after this date are not permitted.** We'll keep your deck on file in the event you have technical difficulties during your presentation. If you wish to use an AADPRT PowerPoint template, it is available [here](#) (standard format) or [here](#) (wide format). ([Meeting Schedule](#))

Title: submitter last name\_first five words of session\_slides (e.g. smith\_how to engage residents in\_slides)

Use appropriate link below to submit.

[Tuesday](#)

[Wednesday](#)

[Thursday](#)

[Friday](#)

[Saturday](#)



**Polling questions and breakouts:** When submitting questions and breakout information, ensure only **ONE presenter submits on behalf of your workshop**. If using polling or breakouts, your multiple-choice questions (no more than 5) with corresponding answers and breakouts information are **due 2/11** using links below. ([Meeting Schedule](#))

[Tuesday](#)

[Wednesday](#)

[Thursday](#)

[Friday](#)

[Saturday](#)

**SUGGESTION:** When returning to the session from breakouts, if you want a few people to report for their breakout group, we suggest asking persons to “raise their hand”. In all sessions except plenaries, participants will have camera and microphone capabilities.

To keep things moving and mitigate the risk of tech issues:

- Keep breakout reporting to 3-4 people
- Keep it brief

**AV support:** The success of virtual meetings is highly dependent on tech (i.e.: Internet speed, computers/devices working). And even with all of the testing and preparation, things still happen (we’ve seen it!). For this reason, all programming will have AV tech support. AADPRT has chosen to invest in this support team to ensure your success!

**The date and time of your presentation** may be found in the [Meeting Schedule](#) (please note **EASTERN time zone**). We ask that you log in no later than 30 minutes prior to your session. Once logged in, you and your colleagues will be in “the green room” and will be greeted by your AV support.

**Videos and recording:** We will not be pre-recording sessions. If you wish to have a brief video during your presentation, that is welcome. Please ensure your video is embedded in your slides and its resolution is optimized for your internet speed and volume is appropriate.

All programming (with the exception of the anti-racism trainings) will be recorded.

We will not be releasing workshop registration lists to presenters in advance of the event.

All presenters must register and pay to attend the annual meeting.

**What we’re unsure of:** Number of registrants. Last year more than 900 persons registered for the virtual AADPRT Spring Conference.