

Department of Psychiatry Research Day

Instructions for Presenters

Thank you for your valuable contribution to the Department of Psychiatry Annual Research Day!

Event Details

The event will be held on **Friday, October 30, 2026, 9:00am – 4:00pm** in-person at the **Atlantica Hotel Halifax** in the Guild Hall (oral presentations) and the Commons Room (poster viewing).

Conflict of Interest (COI) Declaration

All **presenters** are required to complete the Conflict-of-Interest (COI) form for accreditation purposes. If you have not already done so, please submit your completed COI form before **August 28, 2026, at 11:59 PM**. **Your abstract will NOT be considered unless both the abstract form and COI form are submitted.**

1. Download the COI form from the [abstract submission page](#)
2. Save the form to your computer.
3. Follow the instructions to complete and sign the form (if you are an author AND a presenter please indicate both in Part 2)
4. Email **Page 3 only** of the form to psych.research@dal.ca.

Poster Presentations

- Poster viewing and judging will take place during the morning and afternoon coffee breaks, and the second half of the lunch break. Presenters must be available alongside their poster.
- **Posters must be in a vertical (portrait) format. The maximum hanging area is 45 inches by 45 inches, and posters may be any size up to, but not exceeding, these dimensions.**
- The poster hall opens at 8:00am. When you arrive, head downstairs to the Commons Room to hang your poster. Then proceed to the registration desk (opens at 8:30am) in the Guild Hall Foyer to collect your name tag.
- Fasteners for hanging your poster will be provided.

Oral Presentations

- Oral presentations will be held during the morning and afternoon and are limited to **10 minutes for presentation** and **5 minutes for discussion**.
- The registration desk opens at 8:30am. When you arrive, please come see us at the registration desk in the Guild Hall Foyer (to your left when you enter the main doors of the hotel) to collect your name tag.

Accreditation

Please note the following, as required by our accrediting body:

COI Disclosure

- All speakers are required to disclose any involvement with industry and/or for-profit or not-for-profit organizations that may potentially influence the presentation of the educational material. As indicated above, please complete and return the attached COI form to us. We will send a copy to our accrediting body on your behalf.
- If there is something to disclose, disclosure to the audience must be done verbally and using a slide at the beginning of your presentation.
 - The disclosure must include what steps have been taken to mitigate the potential conflict of interest. A suggestion is to have your presentation reviewed by a colleague.
 - CPDME sample disclosure slides can be found [online](#).
- If there are no relationships to disclose, please make a simple statement to the audience at the beginning of the presentation that no potential COIs have been identified.

Scholarly Approach

- Recognizing the importance of a scholarly approach to teaching and learning, we ask that your presentation make specific reference to the available literature and evidence for your topic. If scientific evidence is unavailable, state this.
- Please include at least one slide with references that you considered in preparing your session.
- For more information for the scholarly approach, please see the [CFPC's Quality Criterion 3: Incorporation of Evidence](#).

Use of Artificial Intelligence (AI)

- If AI tools are used in the development of the program content/materials, this information must be reviewed by a human expert for equity and accuracy, and any AI introduced bias must be mitigated.
- This must also be disclosed to the participants (i.e. when and where the AI tools were used and how the content was reviewed).

Barriers to Change

- An important outcome of the conference is the ability for delegates to apply the information you present in their local settings. Accordingly, we ask that your presentation specifically address any barriers to implementation that you experienced or that you foresee.

Program Format/Interactivity

- Interactivity is a key component to effective learning and is a requirement for certified/accredited activities. (A minimum of 25% of educational time must be interactive.)
 - To meet this requirement, presentations will be 10 minutes long, followed by 5 minutes of Q&A and discussion. Please plan your presentation accordingly.
 - We highly encourage you to incorporate interactive learning strategies in your presentation as well. (E.g., questions, polls, quizzes, break out rooms, etc.)
- Please see the [Speaker Resources](#) for additional tips and resources.

Copyright and Privacy

- Speakers in Dalhousie CPDME-accredited programs are required to comply with the provisions of the Copyright Act of Canada. Please see the [Fair Dealing Guidelines](#) for additional details. In summary:
 - You may not distribute (in hardcopy or electronically) any copyright protected material unless you have obtained explicit permission to do so from the copyright holder. **As a speaker, it is your responsibility** to obtain and document any such permission.
 - Slides used in live presentations may include appropriately referenced copyright protected material (i.e., diagrams, drawings, photographs) without explicit permission from the copyright holder. However, such material (including cartoons, quotations, etc.) may not be included in any material posted online without the explicit permission of the copyright holder.
 - Slides used **must not** include the logo(s) of supporting or other pharmaceutical companies.
- In addition, **speakers must protect the privacy of patients** when using information related to their care for educational purposes. Explicit patient identifiers, as well as potentially recognizable marks, jewelry, etc. must not appear in presentations, unless patient consent has been obtained.

Adherence to Accreditation Guidelines

- To protect the integrity of certified/accredited learning activities, speakers must adhere to:
 - the [CMA Guidelines for Physicians in Interaction with Industry and Recommendations for Physician Innovators](#), and
 - the [National Standard for Support of Accredited CPD Activity](#).

Bias and Inclusivity

- We are committed to the principles of equality, diversity, inclusivity, and accessibility (EDIA) in all that we do. As you prepare your lecture, we ask that you consider ways to promote a

respectful learning environment with attention to physical, cultural, social, and emotional safety. This may include:

- using culturally appropriate case examples
- incorporating evidence from diverse and/or varied populations,
- using pedagogical methods that consider different learning styles and ways to support retention of information (e.g., case-based learning, summary of key pearls), and
- encouraging a psychologically safe learning environment:
 - sharing appropriate background and experiences about yourself
 - acknowledging other perspectives, and being open to debate and dialogue, especially in areas of medical uncertainty or controversy.
- For additional information and resources, please see [Dalhousie University CPDME's EDIA website](#).