

## **INDUSTRY SYMPOSIUM FAQ**

### **When will I receive the AAP Tax ID #?**

Upon acceptance of the application and processing of payment, a PDF copy of the AAP “W-9 Request for Taxpayer Identification Number and Certification” may be sent to you upon request.

### **Must the Industry Symposium offer continuing medical education credit?**

Yes, the symposium must be designated for *AMA PRA Category 1 Credit™*, but not provided by the AAP. The CME provider must be accredited by the Accreditation Council for Continuing Medical Education (ACCME) ([www.accme.org](http://www.accme.org)).

### **Who designates CME credit?**

Go to [www.accme.org](http://www.accme.org) for a list of accredited CME providers and medical societies.

### **Does the administration fee for holding a symposium at the AAP National Conference & Exhibition include AV, CME credits or speakers?**

The administrative fee is strictly an application fee and does not include AV, faculty, or any other ancillary charges. We will link your webinar event page in our program materials for attendees to access.

### **Can you tell me how many conference attendees can typically be accommodated at a symposium at this virtual conference?**

This is completely dependent upon your virtual facilitation/bandwidth. For live meetings, attendance can range anywhere between 40-150 attendees based on topic, promotion, and advanced registration. You are responsible for promotion of your symposium.

### **If accepted to host a symposium, are we responsible for securing the speakers and for the content?**

Yes, upon review and approval by the AAP. The Committee on Continuing Medical Education (COCME) does not allow the AAP Board of Directors, AAP National Conference faculty, National Conference Planning Group members, COCME voting members, and AAP Section/Council Executive Committee members to participate in a symposium (as planning group or faculty). A list of the Planning Group members can be obtained online at [www.AAPEXperience.org](http://www.AAPEXperience.org) [click on About Us | Planning Group]. A list of COCME voting members may be obtained [here](#).

### **Are the symposia listed in the AAP Program Book or Website?**

A title and location/time are the only items displayed in the conference website, however, this is not considered a promotional listing. **AAP recommends strategic advertising to attract attendees.** Contact Joseph Frank Jr. MSB, Director of Sales at The Walchi Tauber Group, Inc. by phone 443-521-8899 X114 or email [joseph.frank@wt-group.com](mailto:joseph.frank@wt-group.com) for assistance.

### **How are dates assigned?**

Symposia applications are reviewed for acceptance on a first-come, first-served basis once payment is received. Your preferred time slot (indicated as rankings on your application) is based on approval and the schedule of applicants who may have been approved prior to your submission. It is best to submit applications early in the process.

### **How long is the typical symposium? Is there a minimum/maximum time allotment?**

The timeframes are as follows:

- Saturday, Oct. 3: 7:00 pm – 9:00pm CDT

- Sunday, Oct. 4: 7:00 pm – 9:00pm CDT
- Monday, Oct. 5: 7:00 pm – 9:00pm CDT

Requests for extended timing (after 9:00pm) will be reviewed on an individual basis.

**Who approves Enduring Material?**

The AAP must approve any enduring materials that result from any symposium.

**What conditions affect the success of a symposia?**

The success of a symposium is based on many things: the type of symposia offered/topic area, and any activities that are promoted to advance registrants and on-site registrants. It is recommended that you offer advance registration for your symposium.

**How many people are typically on the pre-registrant list? Is this the total number of attendees?**

This changes annually and will look very different for the virtual setting. Please contact Nikki Gould directly at [ngould@aap.org](mailto:ngould@aap.org).

**Are we able to submit a partial payment with our application?**

The full amount is due with the application. We accept payment via check and credit card.

There is an opportunity to withdraw the application per our cancellation policy. The AAP must be notified in writing of the cancellation of an approved symposium. For cancellations received by the close of business on August 3, 2020 the AAP will issue a refund of 80% of the application and administrative fee. No refunds will be issued for cancellations after August 3, 2020.