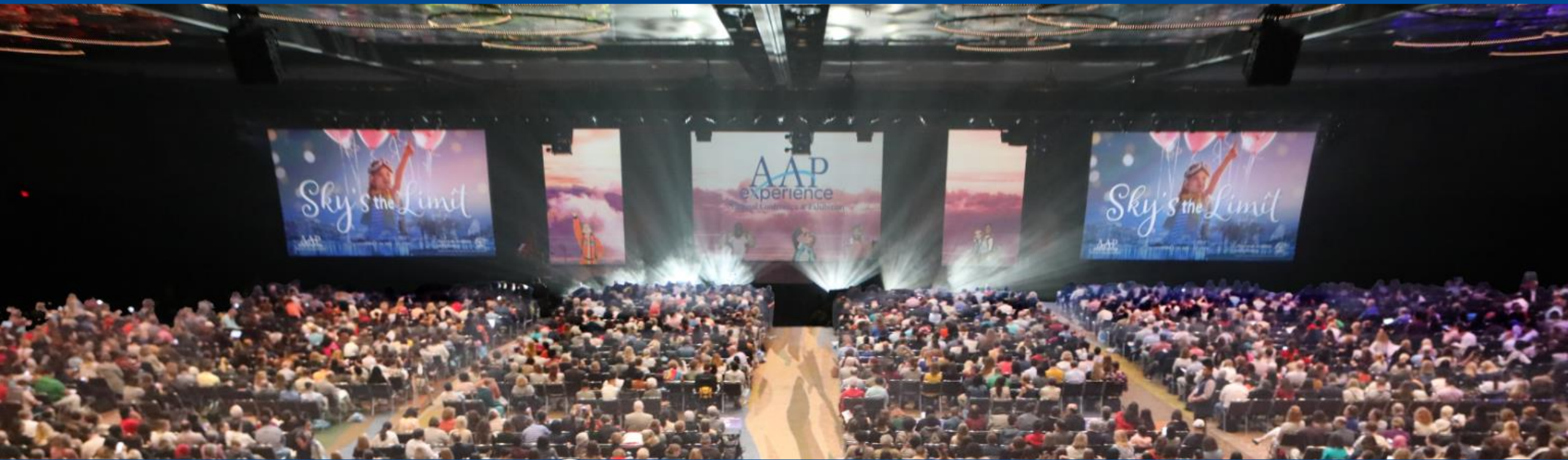


# AAP experience

National Conference & Exhibition

October 2-6, 2020 | San Diego, CA



American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



## Call for Session Proposals

# ABOUT THE NATIONAL CONFERENCE & EXHIBITION



350+  
Sessions



500+ Faculty



10,000  
Professional  
Attendees



70 Topics

The National Conference & Exhibition is the premier venue for pediatric health care professionals to come together and share their passion for the health of all children. The conference draws more than 10,000 professional attendees and offers over 350 sessions with 500 faculty in 70 topic areas from interactive, hands-on workshops to thought-provoking plenary sessions on important topics.

# HOW ARE SESSIONS SELECTED?

The National Conference & Exhibition Planning Group (NCEPG) is responsible for developing and overseeing the National Conference education program. This group is made up of 25 pediatricians with collective expertise in 70 topic areas of pediatrics. The NCEPG ensures that all aspects of the planning and implementation of the conference are conducted in compliance with the strict standards of the ACCME.

## The National Conference & Exhibition Planning Group is responsible for:

- ✓ Reviewing and selecting session proposals within their topic areas
- ✓ Selecting and inviting speakers and determining final scope of session proposals
- ✓ Reviewing content in advance of the National Conference & Exhibition
- ✓ Serving as a resource for Section and Council programming
- ✓ Monitoring sessions during the National Conference for compliance with ACCME standards
- ✓ Reviewing session evaluations



# TARGET AUDIENCE

Programming for the National Conference falls into two categories:

1. Programs for the general pediatrician or provider, which cover any clinical or non-clinical pediatric content areas; OR
2. Programs for AAP section/council members, which are highly focused topics of interest to section/council members; these require and assume that the attendee has knowledge and special interest in the content area.

## General Pediatricians and Providers

- Audience Response Sessions
- Focused Topics
- Interactive Group Forums
- Seminars
- Workshops

## Section/Council Members

- Courses
- Section/Council H-Programs

# DEVELOPING A GENERAL SESSION PROPOSAL

GENERAL  
SESSION  
PROPOSALS  
MUST  
INCLUDE:

- Session Proposal Title
- Session Proposal Type
- Author Name and Contact Information
- Session Proposal Primary Topic
- Session Description
- Learning Objectives
- Professional Practice Gap and Data Describing Need
- Teaching Methods
- AAP Sponsorship (Committee, Council, Section or Other)
- Suggested Faculty (Optional)

*\*The National Conference Planning Group will select and confirm faculty. Invitations to faculty members should not be extended during the proposal process.*

# SESSION TYPES

Session Proposals must be submitted in one of the following session types:

**Short Format Didactic Session**

*Focused Topic:* 45-minute didactic presentation which allows for one faculty member

**Long Format Didactic Session**

*Seminar:* 90-minute didactic presentation which allows for up to two faculty members, pro/con format may be included here.

**Question-Based Didactic Session**

*Audience Response Session:* 90-minute presentation which allows for up to two faculty members and requires use of the Audience Response System

**Small-Group Round-Table Discussion**

*Interactive Group Forum:* 90-minute presentation which allows for up to two faculty members and limits the number of attendees to 80 participants. The audience is encouraged to participate.

**Hands-On Learning Workshop**

*Workshop:* 90-minute hands-on ticketed workshop that allows for up to two faculty members and is limited to 40 attendees.

**Section/Council H-Program**

Section or Council program, which must be submitted by the AAP Section/Council Program Chair and varies by the needs of subspecialty or topic area.

**Section/Council Course**

Half or full-day specialty Section or Council programming, which must be submitted by an AAP Section or Council and is sometimes ticketed.

# SUGGESTING FACULTY

Faculty suggestions are not required for a session proposal.  
*However, should you consider including faculty in your proposals, they should embody:*

## KNOWLEDGE

discuss the most recent advances in pediatrics; content that is accurate and substantiated by research; addresses questions effectively during question-and-answer sessions

## CLINICAL RELEVANCE

provide information that attendees can apply in their practice settings

## DYNAMICS

provide enthusiastic, engaging presentation; has clear and effective delivery skills;

## LEADERSHIP

facilitate discussion and interaction as appropriate;

## ORGANIZATION

produce and effectively utilize handouts and audio-visual materials that are of high quality (orderly, legible, easy to follow);  
and

## COOPERATION

adhere to deadlines and submit handouts and other requested material in a timely manner.

### **The following should not be considered as faculty\*:**

- AAP officer/board member
- National committee member
- Council/section program chair
- Council/section executive committee member\*

\*Pending approval by the relevant NCEPG member given on a case-by-case basis, section/council executive committee members may be permitted to serve as faculty provided they are proposed as faculty by someone other than themselves and are the expert on the topic. This is part of an effort to ensure the most qualified faculty member is selected and that new faculty are also being considered. Approval from the Committee on CME (COCME) may also be required.

# SECTION & COUNCIL PROGRAMS

## *(H-PROGRAMS AND COURSES)*

Section/Council programs are highly focused topics of interest to section or council members and/or general pediatric health care providers, which require and assume that the attendee has knowledge and interest in the content area.

H-programs and Courses are planned and implemented by section or council Program Chairs, in conjunction with the NCEPG and staff. These programs are varied to meet the needs of section and council members.

For further information on planning section or council programs, please see the [Guidelines for Developing Section/Council Programs](#).



# DEVELOPING A SECTION/COUNCIL PROPOSAL

SECTION OR  
COUNCIL  
PROGRAM  
AND COURSE  
PROPOSALS  
MUST  
INCLUDE:

- Session Proposal Title
- Program Chair; Abstract Chair (if applicable) and Staff Contact Information
- Section or Council Sponsorship
- Proposed Subtitle and Session Description
- Preferred Date, Time, Room Set and Anticipates Attendance
- Abstract Program Participation
- Special Requests or Program Needs
- *Course Only:* Teaching Assistant or Family Volunteer Needs
- *Course Only:* Draft Agenda

*Additional program details will be due in the faculty confirmation phase, which begins in September and concludes on November 13<sup>th</sup>. Items such as learning objectives, practice gap and educational needs, as well as the agenda with confirmed faculty will be due at this time.*

# CRITICAL DATES

February 15, 2019

Proposal submission opens

April 12, 2019

Proposal submission closes at 11:59 PM EDT

June 14-15, 2019

Selection of sessions by NCEPG

September 2019

Notification of decision via email

November 13, 2019

Confirmation deadline for faculty

October 2-6, 2020

2020 National Conference in San Diego, CA

# PROPOSAL SUBMISSION PROCESS

Navigate to  
[aapexperience.org  
/session-proposals/](http://aapexperience.org/session-proposals/)  
where you will find  
the link to the  
Proposal Site

Create an account  
with the Proposal  
Site

Complete all  
required fields

Save and submit  
your proposal by  
April 12<sup>th</sup> at 11:59pm  
EDT!

Proposal authors or  
Program chairs will  
receive notification  
via email in  
September 2019

# PROPOSAL DEVELOPMENT RESOURCES

The following resources may help you in developing proposals:

- Effectively writing learning objectives: [Writing Learning Objectives](#)
- AAP guidelines, policy statements and other materials: <http://www.aappublications.org/>
- AAP Department of Federal Affairs: [www.aap.org/federaladvocacy](http://www.aap.org/federaladvocacy)
- AAP Department of State Affairs: [www.aap.org/stateadvocacy](http://www.aap.org/stateadvocacy)
- Maintenance of Certification Information: [www.aap.org/mocinfo](http://www.aap.org/mocinfo)
- National Guideline Clearinghouse: [www.guideline.gov](http://www.guideline.gov)

# AAP POLICIES AND GUIDELINES

Please review the following policies before developing a proposal:

[American Academy of Pediatrics Policy on Disclosure of Financial Relationships and Resolution of Conflicts of Interest for AAP CME Activities](#)

[AAP Committee on CME \(COCME\) Guidelines for Addressing Intellectual Property in AAP CME Activities](#)

[AAP Policy on Allegations of Plagiarism](#)

# FUTURE CONFERENCE DATES

**2020 AAP National Conference & Exhibition**  
San Diego, San Diego Convention Center  
October 2-6, 2020

**2021 AAP National Conference & Exhibition**  
Philadelphia, Philadelphia Convention Center  
October 8-12, 2021

**2022 AAP National Conference & Exhibition**  
Anaheim, Anaheim Convention Center  
October 7-11, 2022

**2023 AAP National Conference & Exhibition**  
Washington D.C., Walter E. Washington Convention Center  
October 20-24, 2023



Questions? Contact us at [nce@aap.org](mailto:nce@aap.org)!