

AAP experience

National Conference & Exhibition
October 8-12, 2021 | Philadelphia, PA



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 10,000 professional attendees and offers over 400 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.*

GENERAL SESSION FORMATS

	Question-Based Didactic <i>Audience Response</i>	Short Format Didactic <i>Focused Topic</i>	Small-Group Round-Table Discussion <i>Interactive Group Forum</i>	Long Format Didactic <i>Seminar</i>	Hands-On Learning <i>Workshop</i>
Attendance	200-500+	75-400	80-100	200-500+	40-50 max
Duration	90 min	45 min	90 min	90 min	90 min
Faculty (up to)	 2 faculty	 1 faculty	 2 faculty	 2 faculty	 2 faculty
Teaching Assistants	 not permitted	 not permitted	 with approval	 not permitted	 with approval
Room Set-Up	 theater	 theater	 round	 theater	 variable
Presentation Slides	 required 2 weeks in advance				

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
- Target Audience
- 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 August and concludes on November 11th. Items such as learning objectives, practice gap and educational needs, as well as the agenda with confirmed faculty will be due at this time.

PROPOSAL DEVELOPMENT RESOURCES

The following resources may help you in developing proposals:

☐ Effectively writing learning objectives: [Writing Learning Objectives](#)

☐ AAP News and Journals: <https://www.aappublications.org/>

☐ AAP Federal Advocacy: <https://www.aap.org/federaladvocacy>

☐ AAP State Advocacy: <https://www.aap.org/stateadvocacy>

☐ Maintenance of Certification Information: <https://www.aap.org/mocinfo>

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

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

2024 AAP National Conference & Exhibition
Orlando, Orange County Convention Center
September 27 – October 1, 2024



Questions? Contact us at nce@aap.org!