September 16-19, 2017
Pre-conference events scheduled Friday, September 15th
Chicago, IL

National Conference & Exhibition
Program Proposal Material

Submissions accepted February 15, 2016 through April 8, 2016
# Contents

About the AAP National Conference & Exhibition ................................................................. 3  
Accreditation ......................................................................................................................... 3  
National Conference & Exhibition Planning Group ............................................................. 3  
Proposal Submission Critical Dates .................................................................................... 3  

Developing a Proposal for a General Conference Session .................................................. 4  
  1. Target Audience ............................................................................................................ 4  
  2. Identification of Need or Problem ................................................................................ 4  
  3. Session Description & Learning Objectives ................................................................ 4  
  4. Educational Format Selection ....................................................................................... 5  
  5. Proposing Faculty & Faculty Criteria .......................................................................... 5  

Developing a Proposal for a Section/Council Program (“H-Program”) ............................. 6  
  Section/Council Faculty Selection .................................................................................. 6  

Submitting a Proposal ......................................................................................................... 8  
Proposal Follow-Up FAQ .................................................................................................... 9  
Resources .......................................................................................................................... 10  
  Helpful Links ................................................................................................................... 10  
  Session Format Overview .............................................................................................. 11  
Disclosure of Financial Relationships .............................................................................. 12
About the AAP National Conference & Exhibition

The American Academy of Pediatrics National Conference & Exhibition dedicates its clinical and educational resources to making this event the most significant and rewarding educational and networking experience for every attendee. The National Conference is the Academy’s largest live CME activity, attracting over 10,000 general pediatricians, pediatric medical and surgical subspecialists, and other allied pediatric health care professionals. Educational programming at the conference covers over fifty clinical and non-clinical pediatric topic areas.

Accreditation

The American Academy of Pediatrics is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. The Academy takes responsibility for the content, quality, and scientific integrity of the National Conference & Exhibition.

The Academy designates credit at the National Conference on an hour-for-hour basis. The exact number of credit hours available at the 2017 National Conference will be determined once specific sessions are selected.

National Conference & Exhibition Planning Group

The National Conference & Exhibition Planning Group (NCEPG) is responsible for developing and overseeing the National Conference. In addition to familiarity with continuing medical education concepts and practices, NCEPG members bring to the educational planning process expertise in over fifty content areas of pediatrics. This expertise informs the review of proposals submitted by AAP committees, sections, councils, chapters, and other constituents, ensuring that each year’s National Conference provides outstanding education on a broad spectrum of topics. The NCEPG also ensures that all aspects of the planning and implementation of the conference are conducted in compliance with the strict standards of the ACCME.

In keeping with the ACCME Essentials and Standards, an NCEPG member must be actively involved from the beginning in the development of all educational programming at the National Conference.

To this end, all AAP committees, councils, and sections must develop session proposals in consultation with their respective NCEPG representatives.

Proposal Submission Critical Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 15, 2016</td>
<td>Proposal submission opens for the 2017 National Conference</td>
</tr>
<tr>
<td>April 8, 2016</td>
<td>Proposal submission closes</td>
</tr>
<tr>
<td>June 17-18, 2016</td>
<td>National Conference Planning Group meeting to select sessions</td>
</tr>
<tr>
<td>August 2017</td>
<td>Proposal authors will be notified via email whether their session was accepted</td>
</tr>
<tr>
<td>November 4, 2016</td>
<td>Faculty confirmations are due</td>
</tr>
<tr>
<td></td>
<td>For all general sessions: the National Conference Planning Group member will select &amp; confirm faculty</td>
</tr>
<tr>
<td></td>
<td>For section programs (H Programs): the appropriate program chair will select &amp; confirm faculty</td>
</tr>
<tr>
<td>October 22-25, 2016</td>
<td>2016 National Conference &amp; Exhibition takes place in San Francisco, CA</td>
</tr>
<tr>
<td>September 16-19, 2017</td>
<td>2017 National Conference &amp; Exhibition takes place in Chicago, IL</td>
</tr>
</tbody>
</table>

Proposals submitted after the April 8th deadline may be considered only for a very limited number of spaces that may become available on the schedule following the planning meeting as the result of cancellations or to accommodate the emergence of an important, late-breaking hot topic. The selection of such proposals after the deadline is made entirely at the discretion of the NCEPG.

February 2016
Developing a Proposal for a General Conference Session

In planning for the conference, the NCEPG adheres to the ACCME Essentials and Standards to ensure the highest quality of educational program development. To this end, all proposals must delineate:

1. Session’s target audience;
2. Identified need for the session;
3. Session’s description and learning objectives for session participants;
4. Session’s suggested format; and
5. Suggested faculty – please make note of the maximum number of faculty.

NOTE: Final faculty are selected by the NCEPG who is responsible for the specific topic

1. Target Audience

The NCEPG considers and accepts proposals for two audiences. The same proposal development process and electronic proposal submission should be used for all proposals, regardless of the prospective audience.

- Programs for the general pediatrician may cover any clinical or non-clinical pediatric content areas.
- AAP section/council programs for section/council members 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. (See “Developing a Proposal for a Section/Council Program” for additional information)

2. Identification of Need or Problem

Once the audience is identified, the proposal must include a brief description of the reason that the target audience should be educated on the proposed topic. To complete this portion of the proposal, the following questions may be useful.

- On what topics do the committees, councils, sections, NCEPG representatives, or other leading practitioners and educators feel that general pediatricians or subspecialists/section members require education?
  - What scientific evidence has emerged that can or should impact clinical practice? (If available, please cite specific studies, journal articles, or surveys.)
  - How are administrative and fiscal changes in medicine impacting changes in practice?
  - What areas of pediatrics would benefit from increased advocacy efforts?

- In terms of the topic, do the intended audience members primarily need to:
  - reinforce existing knowledge or acquire new knowledge on new discoveries or practices;
  - develop a specific skill, or
  - incorporate a specific behavioral/attitudinal change into their practice?

- CME Mission Statement related to content area. The scope of pediatrics is broad, including health promotion, disease prevention, diagnosis, treatment of diseases of children, and advocacy (children and families). Please list if the proposed AAP CME session includes clinical and basic science content and translation of research results into practice and also note if the program offers learning activities that address cost, medical-legal, ethical, socioeconomic, advocacy, quality improvement, and patient safety issues.

3. Session Description & Learning Objectives

Once the need for a session has been identified, learning objectives and a brief description of the session’s design must be developed. This description delineates the ways in which the identified need will be addressed through the session. Ultimately, the description will:

- drive the structure and format of the session;
- enable prospective participants to determine if the session will meet their needs; and

February 2016
• provide a measure upon which the session can be evaluated.

4. Educational Format Selection

The session’s learning objectives directly impact the session’s format. The conference incorporates a variety of session formats to ensure that each type of learning objective is well served and each participant’s learning needs are met. To guide proposal preparation, an overview of these formats as well as detailed format descriptions are included in “Conference Resources”. The following types of objectives are usually best served by these corresponding formats.

<table>
<thead>
<tr>
<th>Learning Objectives</th>
<th>Session Formats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition or reinforcement of knowledge; information update</td>
<td>audience response session; interactive group forum; plenary; short subject; seminar</td>
</tr>
<tr>
<td>Development of technical skill</td>
<td>interactive group forum; workshop</td>
</tr>
<tr>
<td>Incorporation of behavioral/attitudinal change into practice</td>
<td>audience response session; interactive group forum; short subject; seminar</td>
</tr>
</tbody>
</table>

5. Proposing Faculty & Faculty Criteria

Invitations to faculty members should not be extended during the proposal process. Only the NCEPG will confirm faculty if the session is accepted.

The NCEPG, committees, and sections/councils should work together to identify faculty members who are proficient at addressing specialists as well as general pediatricians so that faculty may be utilized for more than one presentation during the course of the conference. It is important to note that we try to utilize AAP members and local faculty whenever possible.

Faculty Criteria

In general, 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. To assist in the faculty selection process, faculty evaluation history is available, and NCEPG members are prepared to discuss prospective faculty. Approval from the Committee on CME (COCME) may also be required.

Faculty members should offer:

• knowledge – ability to 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 – provides information that attendees can apply in their practice settings;
• dynamic presentation style – enthusiastic, engages audience; has clear and effective delivery skills;
• leadership – capable of facilitating discussion and interaction as appropriate;
• organization – produces and effectively utilizes handouts and audio-visual materials that are of high quality (orderly, legible, easy to follow); and
• cooperation – a willingness to submit handouts and other requested material in a timely manner.

February 2016
Developing a Proposal for a Section/Council Program (‘‘H-Program’’)
The NCEPG also recognizes the need for the sections’/councils’ discretion in planning educational sessions for their own members. To comply with the requirements of the ACCME, an NCEPG member must be involved in the development of each section’s/council’s program and ensure that it is of appropriate educational merit. It is also necessary to document that this participation and review has occurred. Note: the proposal form must be completed in its entirety – including the needs assessment and gaps that will be addressed.

To this end, complete proposal forms – including proposals for oral and poster abstract presentations – must be received by April 8, 2016 and reviewed at the NCEPG planning meeting. Meeting space will not be allocated to section/councils that do not meet this deadline. In addition to the electronic proposal submission section/council’s planning programs are required to provide the following materials (see samples in “Conference Resources”) by April 8, 2016:

- a complete schedule of the program activities, including an overall indication of the length of the proposed program (added to the agenda field);
- a 150-word session description

Proposals for section/council programs that do not include this information will be considered to be incomplete and will not be reviewed for inclusion on the conference program.

Section/Council Faculty Selection
Program Chairs confirm the faculty for Section/Council programs. Program Chairs should not extend invitations to faculty until after the session is accepted at the NCEPG Meeting.

In general, faculty cannot be a:

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

Exceptions are made for committee and section/council chairs wishing to present a new AAP policy or statement that had been authored by their respective committees or section/council.

Personal friends and colleagues should only be invited to speak if they meet the following criteria:

- knowledge – ability to 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 – provides information that attendees can apply in their practice settings;
- dynamic presentation style – enthusiastic, engages audience; has clear and effective delivery skills;
- leadership – capable of facilitating discussion and interaction as appropriate;
- organization – produces and effectively utilizes handouts and audio-visual materials that are of high quality (orderly, legible, easy to follow); and
- cooperation – a willingness to submit handouts and other requested material in a timely manner.

Moderators
When needed for a section/council program, a moderator should be selected from among the faculty scheduled for that session. Those whose function is solely to introduce faculty, abstract presenters, and/or program segments are not considered to be faculty and they do not receive an honorarium or reimbursement of conference-related expenses.

Section/council faculty and moderators may contact their staff liaisons with any questions regarding the expense reimbursement policies.

February 2016
Finally, section/councils are approved for one half day of CME - this does not include the abstract session and/or business meetings.

Exceptions will be made for section/council programs in which:

- the program’s content is of a sufficiently advanced nature that it is specifically intended for an audience of (a) medical specialists or surgical subspecialists or (b) general pediatricians with a highly specialized interest in the section/council’s area of expertise;
- the program’s content level is sufficiently advanced or specialized that it is not redundant of content

Award Presentations During Programs for the General Pediatrician

As general policy, the presentation of awards during sessions for the general pediatrician is not permitted. These presentations take time away from the educational content and disrupt the flow of the session. These must be incorporated into the section/council programs unless specific approval is given by the NCEPG.

Collaboration with other AAP Committees, Councils, and Sections

To ensure the development of high-quality programs while also avoiding redundancy, AAP section/councils and related AAP national committees are encouraged to work together in determining educational priorities for the general pediatrician and in devising session proposals.
Submitting a Proposal

Online Submissions will be open February 15 through April 8, 4:00 pm CST. You may add new proposals or edit existing proposals during this time.

*Remember to print a copy of the proposal for future reference as you will not have electronic access to your submissions after April 8th*

Beginning the Proposal Submission Process

To enter proposals, go to shop.aap.org and log in using your AAP Member ID # and Password.

On the homepage of Shop AAP, you can submit proposals via the “Submit National Conference Proposals” link, accessible via the top right header next to “My Account”, or on the side bar after clicking in to “My Account”.

Part 1 – Online Proposal Submission

1. Click on [Create New Proposal].

Part 2 – Proposed Session Information

1. Under “Proposal Author” enter the proposal author’s last name, first initial, and then click “Look Up” to validate submission. Once the correct author is located from the database, the address information will automatically populate contact information fields.

2. All fields beneath the proposal author look-up are required: Title; Professional Practice Gap; Need for Topic/Procedure; Need Assessment Data; Learning Objectives; Teaching Method; and Session Description.

3. Once the above fields are completed, select the preferred formats from the dropdown menu

Part 3 – Proposed Session Sponsors

1. Choose the “Proposed Session Sponsors” if applicable. You may select more than one secondary sponsor entry by pressing the [CTRL] button and selecting AAP entities from the drop down fields.

2. Click [Add] button to confirm your selected AAP entities.

Part 4 – Proposed Faculty

1. Enter proposed Faculty. Enter the last name of proposed faculty, then click look up to validate individual.

   a. If you are able to locate the correct faculty from the database look up, the site will automatically populate contact information (note - you do not have rights to edit the information that is populated).

   b. If the database cannot locate the proposed faculty, please contact your AAP Section/Council manager and reference the proposal title & 4 digit proposal spec code so AAP staff can amend the session proposal to include your proposed faculty.

2. Designate faculty type from drop-down menu. If applicable, enter information about the proposed faculty such as presentations at other conferences or AAP meetings, awards, etc.

3. Click [Add], then [Confirm Addition] button to add faculty. Enter alternate faculty in order of preference.

4. Click [Save and Submit Proposal] button when completed.

5. Click [Back to Home] button to enter another proposal or the [Exit] button to leave the submission site to Shop AAP.

If you have any questions or issues, please contact Kristin Ingstrup at kingstrup@aap.org.

February 2016
Proposal Follow-Up FAQ

How will I be notified if my proposal is accepted?
The individual listed on the proposal form as the proposal author will be notified of the status of the proposal by a member of the NCEPG within six weeks after the planning meeting.
As a result of the volume of proposals the NCEPG reviews and the nature of changes made to proposals during the selection process, the only person with accurate information regarding the status of a proposal is the NCEPG member involved in planning the session. As many of the sessions adopted by the NCEPG may change during the confirmation process, questions regarding the content or the faculty for approved sessions should be directed to the planning group member responsible for the session rather than to AAP staff members.

How many session proposals are accepted?
Space on the National Conference program schedule is limited. Though many excellent session proposals are received each year, traditionally only fifty to sixty percent are accepted. In addition, several proposals may be received on the same or similar topics. In such cases, the NCEPG may select only one of these proposals, or combine aspects of each of these proposals to create the best possible session.

Can I submit a proposal without the NCEPG reviewing it?
No. In keeping with AAP policy, space at the National Conference will not be allocated for any educational programs that are not reviewed and accepted by the NCEPG, even if the proposal author or sponsor is willing to offer the program without CME credit.

Who confirms faculty?
For general sessions: Only the NCEPG members invite and confirm faculty for the sessions.
For section/council program: Program chairpersons are to invite and confirm faculty.

How are the sessions scheduled?
The NCEPG members and AAP staff are committed to accommodating the schedule of every individual invited to be a faculty member. The session confirmation form provides space to indicate if there are days or times during the conference on which the proposed faculty are unavailable. Potential time restrictions must be included on the confirmation before the November 8, 2016 deadline.

What is reimbursed for faculty?
As faculty, the AAP will pay the following:
- Airfare – must be made through the AAP Travel Office. International faculty (including Canada, Alaska, & Hawaii) will only be reimbursed $500 towards airfare
- 2 nights/hotel at the headquarters hotel/meals (unless faculty responsibilities require longer – this must be approved by AAP staff)
- Ground transportation (cannot exceed cost of lowest airfare; no rental cars)
- $100 stipend per session
- Registration for the National Conference & Exhibition non-ticketed sessions
Per AAP Policy, alcohol will not be reimbursed. More information on travel & meeting expenses is included in the Faculty Handbook sent to faculty after they are confirmed.

Will the sessions be evaluated at the National Conference?
Attendees have the option to evaluate the session through online evaluations. Most sessions are moderated by a National Conference Planning Group member. Their role is to help faculty with logistics, troubleshoot registrant problems, and evaluate session content and faculty teaching skills. Section/Council programs & courses are managed by the appropriate Program Chairs.
February 2016
Resources
Helpful Links

Maintenance of Certification

General Information - www.aap.org/mocinfo

AAP Links

The Academy has many guidelines, policy statements, and other materials that can assist in determining AAP priorities on the AAP Web site at: http://aappolicy.aappublications.org

Department of Federal Affairs, Health Care Reform:

For the latest information on the Academy's federal policy priorities, visit www.aap.org/federaladvocacy.

To take action with your members of Congress, log in to http://federaladvocacy.aap.org

Department of State Affairs: www.aap.org/stgovaffairs or www.aap.org/stateadvocacy

Other Important Resources

Health care disparities: http://www2.aap.org/commpeds/resources/health_equity.html

National Guideline Clearinghouse: www.guideline.gov

National Faculty Education Initiative

The Alliance for CME and the Society for Academic Continuing Medical Education (SACME), in collaboration with the Association of American Medical Colleges (AAMC), is pleased to announce the launch of the National Faculty Education Initiative, designed to teach medical education faculty the differences between certified CME and promotional activities. We encourage all faculty to go to the following site to review the above faculty information http://www.nfeinitiative.org/
## Session Format Overview

<table>
<thead>
<tr>
<th>Session Type</th>
<th>Attendance/Length/Room Set-Up</th>
<th>Faculty/Design/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audience Response Session</td>
<td>200-500 attendees; no cap non-ticketed 1 ½ hours theater seating</td>
<td>2 faculty maximum interactive: audience response system (keypads)/other, Q&amp;A ongoing discussion; faculty generated questions in-depth review/update</td>
</tr>
<tr>
<td>Sessions using an audience response system (ARS) are pre-selected by the AAP Planning Group Only</td>
<td></td>
<td><strong>Handouts:</strong> Required Submission</td>
</tr>
<tr>
<td>Interactive Group Forum</td>
<td>80 attendees; cap non-ticketed 1 ½ hours round table seating</td>
<td>1-2 faculty maximum (plus TAs if approved) skill-based (non-material) brief didactic only plus demonstrations, role-playing, small-group discussions, problem-solving highly interactive</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Handouts:</strong> Required Submission</td>
</tr>
<tr>
<td>Plenary</td>
<td>2000-3500 attendees non-ticketed 18 minutes theater seating</td>
<td>1 faculty cutting edge topics didactic only; no Q&amp;A</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Handouts:</strong> Optional</td>
</tr>
<tr>
<td>Point-Counterpoint</td>
<td>100 – 400 attendees; no cap non-ticketed 1 hour theater seating</td>
<td>2 faculty Controversies in pediatrics – pro/con format Moderated, only 1 Point-Counterpoint per day 15 min Q&amp;A with question cards at end</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Handouts:</strong> Optional</td>
</tr>
<tr>
<td>Section/Council Program</td>
<td>25-500; no cap non-ticketed 2 or 3 hour increments (up to 3 days) theater seating unless otherwise requested</td>
<td>number of faculty/formats determined by program chairperson designed for specialists; open to all didactic &amp; interactive/Q&amp;A</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Handouts:</strong> Optional</td>
</tr>
<tr>
<td>Seminar</td>
<td>200-500 attendees; no cap non-ticketed 1 ½ hours theater seating</td>
<td>2 faculty maximum combine brief didactic with case discussion and Q&amp;A in-depth review/update</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Handouts:</strong> Required Submission</td>
</tr>
<tr>
<td>Short Subject</td>
<td>100 – 400 attendees; no cap non-ticketed 45 minutes theater seating</td>
<td>1 faculty maximum narrow focus didactic &amp; Q&amp;A</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Handouts:</strong> Required Submission</td>
</tr>
<tr>
<td>Workshop</td>
<td>40 attendees; cap ticketed - fee 1 ½ hours materials fee set-up as requested by faculty</td>
<td>1-2 faculty maximum (plus TAs) skill-based brief didactic only highly interactive, hands on activity equipment, supplies</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Handouts:</strong> Required Submission</td>
</tr>
</tbody>
</table>

Background

In order to support the professional needs of its members, the AAP CME/CPD program develops, maintains, and improves the competence, skills, and professional performance of pediatricians and pediatric healthcare professionals by providing quality, relevant, accessible, and effective educational experiences that address gaps in professional practice. The AAP CME/CPD program strives to meet the educational needs of pediatricians and pediatric healthcare professionals and support their lifelong learning with a goal of improving care for children and families. (AAP CME/CPD Program Mission Statement, May 2015)

The AAP recognizes that there are a variety of financial relationships between individuals and commercial interests that require review to identify possible conflicts of interest in a CME activity. This policy is designed to ensure quality, objective, balanced, and scientifically rigorous AAP provided or jointly provided Continuing Medical Education (CME) activities by identifying and resolving all potential conflicts of interest prior to the confirmation of service of those in a position to influence and/or control CME content.

All AAP CME activities will strictly adhere to the Accreditation Council for Continuing Medical Education (ACCME) Standards for Commercial Support: Standards to Ensure the Independence of CME Activities. In accordance with these Standards, the following decisions will be made free of the control of a commercial interest: identification of CME needs, determination of educational objectives, selection and presentation of content, selection of all persons and organizations that will be in a position to control the content, selection of educational methods, and evaluation of the CME activity (ACCME Standard 1.1).

The purpose of this policy and its associated procedures is to ensure all potential conflicts of interest are identified and mechanisms to resolve them prior to the CME activity are implemented in ways that are consistent with the public good.

Policy

The ACCME requires accredited CME providers to identify and resolve all potential conflicts of interest with any individual in a position to influence and/or control the content of CME activities. A conflict of interest will be considered to exist if the individual has received financial benefits in any amount from a commercial interest within the past 12 months AND that individual is in a position to affect the content of CME regarding the products or services of the commercial interest.

As a CME provider accredited by the ACCME, the AAP requires all individuals* in a position to influence and/or control the content of AAP directly and jointly provided CME activities to disclose to the AAP and subsequently to learners that the individual either has no relevant financial relationships or has any relevant financial relationships with the manufacturer(s) of any commercial product(s) and/or provider(s) of commercial services discussed in CME activities. Individuals are required to disclose the following information per ACCME Standard 6.1:

- name of the individual**
- name of the commercial interest(s)***
- nature of the financial relationship the individual has with each commercial interest****
- discussion of “off label” use (per AAP policy)

“Disclosure” information provided by all those in a position to influence and/or control CME content must never include the use of a corporate logo, trade name or a product-group message of an ACCME-defined commercial interest (ACCME Standard 6.4). Disclosure information must first be disclosed to AAP staff for determination of
potential conflicts of interest. All disclosure information must be provided to AAP CME activity participants prior to the beginning of the CME activity (ACCME Standard 6.5).

All potential conflicts of interest identified through the review of AAP Full Disclosure Statement forms must be resolved in order for individuals in a position to influence and/or control CME content to be confirmed for the educational assignment. The resolution process and outcomes must be documented in the CME activity file.

Beyond disclosure of financial relationships, AAP CME faculty and authors are required to disclose to the AAP and to learners when they plan to discuss or demonstrate pharmaceuticals and/or medical devices that are not approved by the FDA and/or medical or surgical procedures that involve an unapproved or “off-label” use of an approved device or pharmaceutical.

The AAP requires that the content of directly and jointly provided CME activities provide balance, independence, objectivity, and scientific rigor. Planning must be free of the influence or control of a commercial entity, and promote improvements or quality in healthcare. All recommendations in CME activities involving clinical medicine must be based on evidence accepted within the medical profession. The content or format of a CME activity and its related materials must promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest (ACCME Standard 5.1). All AAP CME activities must be compliant with the ACCME’s CME Clinical Content Validation Policy:

- All the recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.

- All scientific research referred to, reported or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis.

Providers are not eligible for ACCME accreditation or reaccreditation if they present activities that promote recommendations, treatment or manners of practicing medicine that are not within the definition of CME, or known to have risks or dangers that outweigh the benefits or known to be ineffective in the treatment of patients.

Presentations must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. If the CME educational material or content includes trade names, where available trade names from several companies should be used and not just trade names from a single company (ACCME Standard 5.2). Educational materials that are part of a CME activity, such as slides, abstracts, and handouts, cannot contain any advertising, corporate logo, trade names without generic names (but listing of trade names from several companies is permissible), or a product-group message of an ACCME-defined commercial interest (ACCME Standard 4.3). Any individual refusing to comply with the AAP Policy on Disclosure of Financial Relationships and Resolution of Conflicts of Interest for AAP CME Activities and/or not disclosing relevant financial relationships on a timely basis (defined by the Committee on CME as the initial invitation and two reminders) will not participate in, have control of, or responsibility for, the development, management, presentation, or evaluation of AAP CME activities.

All AAP CME activities will be evaluated by learners and peer reviewers to determine if the content was free of commercial bias. All those identified as having influence and/or control of CME content perceived as either manifesting conflicts of interest or being biased may be disqualified from consideration as resources (planning group member, authors, faculty, etc) in subsequent CME activities for a time to be determined by the Committee on CME.

_________________________________________________________________________________

February 2016
*faculty (live and online courses); authors of journal articles, self assessments, enduring materials (eg. CD ROM, video, etc); CME planning groups/committees; CME editorial boards, AAP Committee on CME, AAP Section/Council program chairs; abstract reviewers; peer reviewers; abstract authors and presenters; staff serving as CME faculty or those directly impacting or managing CME content or activities; spouse/partner

**ACCME considers relationships of the person involved in the CME activity to include financial relationships, in any dollar amount, of a spouse or partner.

***The ACCME defines a “commercial interest” as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.

**** The ACCME defines “relevant financial relationships” as financial relationships in any amount occurring within the past 12 months that create a conflict of interest. Conflicts of interest occur when individuals have both a financial relationship with a commercial interest and the opportunity to affect the content of CME about the products or services of that commercial interest. Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria for promotional Speakers Bureau, ownership interest (e.g., stocks, stock options or other ownership interest excluding diversified mutual funds) or other financial benefits. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching (including Speakers Bureaus), membership on advisory committees or review panels, board membership, and other activities from which remuneration is received or expected.

(May 2015)