



## **2024 Symposia Guidelines & FAQ**

Host an in-person symposium in conjunction with the 2024 AAP National Conference & Exhibition, taking place in-person in Orlando, FL. A limited supplemental virtual attendee experience will also be available.

Symposia are education programs planned and implemented by an ACCME-accredited organization external to the AAP in which *AMA PRA Category 1 Credit™* must be designated. Symposia take place outside of the National Conference education program and are the responsibility of the symposium host.

*Symposia are not sponsored, endorsed or accredited by the American Academy of Pediatrics.*

Applications are accepted on a first-come, first-served basis for desired event day and time.

### **About the American Academy of Pediatrics**

The American Academy of Pediatrics (AAP) and its member pediatricians dedicate their efforts and resources to the health, safety and well-being of infants, children, adolescents, and young adults. The AAP has approximately 67,000 members worldwide. Members include physicians in-training, pediatricians, pediatric medical and surgical specialists, and other pediatric providers.

### **AAP National Conference & Exhibition**

The AAP National Conference & Exhibition is a forum for pediatric professionals to come together for practical updates and reviews of pediatric practice, research, and advocacy.

### **Definition of Industry/Foundation-Sponsored Symposium**

For purposes of these guidelines, an industry/foundation-sponsored symposium is:

- An educational program, for which *AMA PRA Category 1 Credit™* is designated;
- Planned and implemented by an ACCME-accredited organization external to the AAP;
- Not sponsored, endorsed, or accredited by the AAP; and
- Takes place outside of the National Conference education program and is the responsibility of the symposium host.

### **CME Credit and Compliance with AMA and ACCME Guidelines**

The AAP does not provide *AMA PRA Category 1 Credit™* for symposia. Those wishing to hold a symposium **must** obtain credit from another ACCME-accredited CME provider.

All symposia must be held in compliance with the Accreditation Council for Continuing Medical Education's (ACCME) Standards for Integrity and Independence in Accredited Continuing Education.

In addition, although compliance with the AMA's Ethical Opinion on Gifts to Physicians from Industry is the responsibility of the individual physician, every effort should be made to ensure that AAP members and other conference attendees are not put in a situation that would be considered a violation of these guidelines. Approval of proposed symposia will be based on these and other regulations outlined below.

### **2024 Symposia Overview**

- Once approved, Symposia will be offered, on a first-come first-served basis, in the evening on Saturday, Sept 28, Sunday, Sept. 29, and Monday, Sept. 30.
  - Evening: Due to other programming taking place, evening symposia must occur between 6:30pm-8:30pm EDT. This must include registration and any pre-meeting socializing.
- The fee to host a symposium is \$25,000.
- Your event must be presented in-person. Symposia must offer educational programming which is accredited. Hosts are permitted to livestream the in-person event, at their own expense, to virtual attendees.
- All symposia must have a website page to display event information and allow attendees to sign up before arriving onsite.
- All hosts are responsible for facilitating their own symposium and must have an online event website for attendees to register beforehand and view event information.
- We encourage hosts to be creative in ways to engage with attendees as long as there is compliance with the Accreditation Council for Continuing Medical Education's (ACCME) Standards for Integrity and Independence in Accredited Continuing Education.
- All symposia hosts, faculty, and participants must be registered attendees of the 2024 National Conference and adhere to the AAP Code of Conduct and Health & Safety Guidelines. A code to waive a limited number of registration fees will be provided to hosts.
- The content creation and promotion of your meeting will remain the responsibility of each host. As part of the symposia program, the AAP will provide:
  - A listing that evening symposia will be taking will be noted in our main conference schedule with a link to a symposium landing page which will include the date, time, and title for all the programs along with an approved website link (to be provided by each host) to your event page.
  - AAP will promote symposia alongside other opportunities in one email to attendees in the weeks leading up to the meeting.
  - Symposia program promotion in daily emails taking place during the conference to attendees.
  - Hosts should continue to utilize creative advertising opportunities, contact [Joe Frank](#), Director of Sales at the Walchli Tauber Group our advertising company for more info.
  - Hosts can also share a link to enduring video material of their live symposium with National Conference attendees to access and be shared on the National Conference platform/website until it closes on January 31, 2025.

## **Guidelines**

### **Application Deadline**

The deadline to submit an application is August 9, 2024. Symposium applications will be reviewed for acceptance on a first-come, first-served basis. Applications will not be accepted after this date.

### **Available Dates**

Symposia may be held on the following dates and times. **Please Note: special events are varied throughout the National Conference and may occur against these dates and times (subject to change). Please check the online conference schedule (once available, May 2024) for further details on special events.**

There are a limited number of spots available. Symposia will be offered, on a first-come, first-served basis, in the evening on Saturday, Sept. 28, Sunday, Sept. 29, and Monday, Sept. 30.

\*\*\*The AAPExperience! Date is to be determined\*\*\*

### **Application Fee**

The \$25,000 fee is due at the time of application submission. Applications will not be considered until this payment is received. Checks should be made payable to the American Academy of Pediatrics and credit cards can be processed over the phone.

### **Application Process**

Symposium hosts must submit a completed application form with payment information no later than July 28, 2024. To be considered, the application form must be completed in its entirety. Symposium applications will be reviewed for acceptance on a first-come, first-served basis.

All applications will be reviewed to determine appropriateness. The symposium host will be contacted in writing regarding the outcome of the application. Once approved, all revisions to a symposium's content, faculty, or format must be communicated to the AAP in writing.

The AAP reserves the right to restrict and/or dismiss at any time any event it deems undesirable, in poor taste, or offensive to attendees or for non-compliance with these guidelines.

Applications should be submitted to Vicky Gardner at [vgardner@aap.org](mailto:vgardner@aap.org).

### **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 21, 2023, the AAP will issue a refund of 80%. No refunds will be issued for cancellations after August 21, 2023.

Because we direct neither the topic nor the marketing efforts, the AAP is not responsible for final attendance of symposia.

### **Professionalism**

We expect all symposium hosts and affiliated parties to uphold the highest level of professionalism in alignment with AAP standards to facilitate a positive, professional, and inclusive learning environment.

### **Faculty**

All symposium faculty must be reviewed and approved by the AAP prior to promotion. 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). You are responsible for checking with faculty on their eligibility.

### **Conference Registration**

As a reminder, all symposia hosts, faculty, and participants must be registered & badged for the 2024 National Conference and adhere to the AAP Code of Conduct and Health & Safety Guidelines.

### **Event Arrangements**

#### **Space Assignments @ Hyatt Regency Orlando**

Once the event has been approved, you will receive confirmation from the AAP shortly after with your confirmed meeting space within the official National Conference hotel block. **Please note that the AAP does not provide a speaker ready room for symposia faculty or staff teams.** Symposia hosts can set up a time to do slide review in the AAP speaker ready room. Symposia will not be held at the Orange County Convention Center.

Hosts and vendors can access the assigned meeting room no earlier than 3:00 pm on the day of the event. Admittance prior to that time will not be permitted.

#### **Catering & Hotel Logistics**

You will be working directly with representatives at your event venue to make your arrangements for food and beverage selections and billing. They can provide you with menus and floor plans on request. Symposium hosts are responsible for all expenses incurred related to their program. The AAP bears no financial obligation for expenses incurred for symposia.

Once your program has been accepted and your event venue has been determined, you will receive a description of services available and the correct contacts to connect with regarding next steps.

#### **Attendees**

While symposium hosts may limit participant capacity, all AAP National Conference attendees should be invited and welcome to attend.

### **Use of AAP Name, Logo, or Seal**

The AAP expects symposium hosts will avoid any implication that Industry/Foundation-Sponsored Symposia are planned, implemented, or sponsored by the AAP. For that reason, promotional materials may in no way mention the AAP or the 2024 National Conference. Promotional materials of any kind as well as program materials may not use the AAP's logo or name or make mention of the AAP National Conference & Exhibition, except in the disclaimer statement that is required for inclusion. Phrases such as "presented during," "presented in conjunction with," "preceding," or "prior to" may not be used. This rule applies to materials developed for use before, during, and after the conference.

### **Invitation/Promotion Content**

ALL promotional and program materials for a symposium must be reviewed and approved by the AAP Department of Education and your credit provider, including flyers; brochures; invitations; envelopes; advertisements; websites; slides; signage; and press releases/media communications.

Please allow 7 business days for approval upon receipt of materials for review. Once approved, any proposed revisions must be submitted for approval as well. A final copy of all promotional materials must be submitted to Vicky Gardner at [vgardner@aap.org](mailto:vgardner@aap.org) no later than September 6, 2024.

The AAP suggests that symposium hosts factor this requirement into their production timelines for promotional materials. In addition, we recommend that hosts do not print materials or go live with web sites before approval from the AAP has been received. The AAP is not liable for any expenses that may be incurred if changes must be made to pieces that have already been produced.

### **Required Information in Materials**

#### **Promotional Materials**

Prior to submitting promotional materials to the AAP for approval, please be sure that you have considered and included the following:

- Name of symposium host (must be on front cover);
- Name of credit provider (must be on front cover);
- Acknowledgment of all commercial support (must be on front cover);
- Instructions for potential attendees about the registration procedure for the event.
- AAP disclaimer statement
  - "This symposium is not sponsored, endorsed or accredited by the American Academy of Pediatrics."

#### **Handouts and Presentation Slides**

In addition to including the items listed above under Promotional Materials, handouts and presentation slides must also include the following:

- ACCME Accreditation Statement
- AMA Credit Designation Statement.



## Promotional Opportunities

Take advantage of the following opportunities offered by the AAP to promote your symposium and reach your attendance goals:

### Exhibits

Exhibit booth representatives and representatives of the symposium host, credit provider, and commercial supporter may distribute invitations, tickets, etc., from within the exhibit space assigned to the symposium host and/or commercial supporter. **Please note, however, that the distribution of invitations, tickets, etc, promoting symposia is strictly prohibited in all other public forums of the event venue, such as virtual chat rooms, convention center/hotel common space, meeting room hallways, discussion boards, Q&A, channels, and other general areas of gathering including washrooms, foyers, etc.**

### Signage

A total of 3 promotional signs are permitted in the venue at which a symposium is being held. Two (2) signs may be placed in approved public spaces of the event venue, and one (1) sign may be placed at the door of the symposium room. No other signs are permitted. Representatives of the symposium host, credit provider, and commercial supporter cannot distribute invitations, tickets, etc., in, nor can they direct attendees to the symposia from any public spaces of the event venue, convention center, or other hotels, such as washrooms, meeting hallways and foyers, and other general areas of gathering. Sign dimensions may not exceed 24" x 36". Signs may not be posted more than 16 hours prior to the start of the event and must be removed no later than two hours after the event.

**Please note, however, that the placement of additional signage promoting symposia is strictly prohibited in all other public spaces of the event venue, convention center, or other hotels.**

### Program Materials

Program materials (handouts, syllabi, etc. for use during the event), and promotional materials, may in no way indicate that the educational program is connected, sponsored, or endorsed in any way by the AAP or the National Conference. Program materials of any kind may not use the AAP logo or name or make mention of the AAP National Conference & Exhibition, except in the disclaimer statement that is required for inclusion. Phrases such as "presented during," "presented in conjunction with," "preceding," "prior to," "following," or "after" are prohibited.

The AAP requests that all program materials (handouts, syllabi, etc.), be submitted for approval no later than September 6, 2024. Please allow 7 business days for approval. Once approved, any proposed revisions must be submitted for approval as well. A final copy of all program materials must be submitted to Vicky Gardner at [vgardner@aap.org](mailto:vgardner@aap.org)

### **Evaluation and Program Follow-up**

The AAP expects that your evaluation tool will include the following question:

Do you feel a **commercial** product, device, or service was inappropriately promoted in the educational content?

No

Yes - If yes, please comment: \_\_\_\_\_

Symposium hosts must submit an evaluation summary report, including learners' responses to the aforementioned question, and final attendee list by October 11, 2024, to Vicky Gardner at [vgardner@aap.org](mailto:vgardner@aap.org)

### **Enduring Materials**

Hosts can share enduring video material of their live symposium with National Conference attendees to access and be shared on the National Conference platform/website through January 31, 2025. The video must live on main website event website for each host.

Enduring materials, whether credit bearing or not, may be produced at the hosts' expense based on the symposia held during the AAP National Conference & Exhibition, pending approval by the AAP Department of Education. Like promotional and program materials for symposia, enduring materials based on symposia and related promotional materials may not bear reference to the AAP or the National Conference, except in the disclaimer statement that is required for inclusion (see "Required Information in Materials" section above).

Program and promotional materials of any kind may not use the AAP logo or name or make mention of the AAP National Conference & Exhibition, except in the disclaimer statement that is required for inclusion (see "Required Information in Materials" section above). Phrases such as "presented during," "presented in conjunction with," "preceding," "prior to," "following", or "after" are prohibited.

The AAP requests that all materials related to an enduring material be submitted for approval. Please allow 7 business days for approval. Once approved, any proposed revisions must be submitted for approval as well. A final copy of all program materials must be submitted to Vicky Gardner at [vgardner@aap.org](mailto:vgardner@aap.org).

The AAP suggests that symposium hosts factor this requirement into their production timelines for enduring materials and related promotions. In addition, we recommend that symposium hosts do not print materials or go live with web sites before approval from the AAP has been received. The AAP is not liable for any expenses the host may incur if changes must be made to pieces that have already been produced.

### **Violations Policy**

The AAP reserves the right to restrict and/or dismiss at any time any event it deems undesirable, in poor taste, or offensive to attendees or for non-compliance with these guidelines. By applying to host a symposium, you agree to adhere to the guidelines set forth by the AAP Guidelines for Industry/Foundation-Sponsored Symposia, which includes the authorized distribution of promotional materials on site and the ACCME guidelines. Any violation of these guidelines may result in the immediate dismissal of your program and removal from the exhibit floor (if applicable), and the AAP reserves the right to reject future applications for symposia submitted on behalf of any host, credit provider, and/or commercial supporter who has violated these guidelines.

### **Disclosure to Symposium Learners**

The AAP expects that symposium hosts, credit providers, and commercial supporters will adhere to the ACCME Accreditation Criteria, Standards for Integrity and Independence in Accredited Continuing Education, and ACCME policies.

At the beginning of the symposium, the symposium host will disclose the following information to learners:

- “This symposium is not sponsored, endorsed or accredited by the American Academy of Pediatrics.”
- Relevant financial relationship(s) of everyone in a position to control the content of the education activity and the source of all support from commercial interests.
- The ACCME Accreditation Statement and AMA Credit Designation Statement for the symposium.

### **Frequently Asked Questions**

#### **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/Foundation-Sponsored 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 fee for holding a symposium at the AAP National Conference & Exhibition include a/v, CME credits or speakers?**

The fee is strictly an application fee and allows you a space at a headquarter hotel but does not include a/v, faculty, or any other ancillary charges.

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

This is completely dependent upon your virtual facilitation/bandwidth, topic, promotion, and advanced registration. Attendance has ranged from 40-100 attendees. You are responsible for the 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). Information on the Planning Group members can be requested. A list of COCME voting members may be obtained [here](#).

**Are symposia listed on the AAP National Conference Website?**

A title and location/time and event link are the only items displayed on 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.

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

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.

**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 21, 2023 the AAP will issue a refund of 80% of the application and administrative fee. No refunds will be issued for cancellations after August 21, 2023.