

**AMERICAN ACADEMY OF PEDIATRICS NATIONAL CONFERENCE & EXHIBITION
PLANNING GROUP GUIDELINES**

BASIC FUNCTIONS

National Conference Planning Group Member

Participate in the selection, design, development, oversight, and evaluation of the educational content and faculty for the AAP National Conference & Exhibition within the established goals and objectives of the Academy.

National Conference Planning Group Executive Committee Member

Lead the strategic direction of the process for the selection, design, development, oversight, and evaluation of the educational content and faculty for the AAP National Conference & Exhibition within the established goals and objectives of the Academy.

National Conference Planning Group Chair

Provide leadership and oversight of the functioning of the National Conference Planning Group and the National Conference Planning Group Executive Committee. Make recommendations on new processes, changes to planning group composition and selection of planning group nominees.

TERM LIMITS

National Conference Planning Group/RN term limits follow the same term limits as national AAP committees, whereby members may serve *up to three (3)* renewable two-year terms.

National Conference Planning Group Executive Committee member terms align with the members' terms of service on the National Conference Planning Group.

National Conference Planning Group Chair term limits follow the same term limits as national AAP committee chairpersons, whereby the chair serves up to two (2) renewable two-year terms.

NOMINATION AND SELECTION

Nominations

National Conference Planning Group members are self-nominated or nominated by internal AAP constituents such as sections/councils/committees.

Selection

All nominees are reviewed and evaluated using a methodology based upon the selection process for National Committee members, with factors such as expertise in the topic areas, prior CME experience, AAP involvement and commitment, and diversity being considered and scored. Following review by the National Conference & Exhibition Executive Committee, the nominees are selected from recommendations made by the Chair and the Senior Vice President, Education. Nominees are approved by the AAP Committee on Continuing Medical Education

(COCME) and ratified by the AAP Executive Committee. Selections are made in accordance with the *AAP CME Planning Group Guidelines*.

National Conference Planning Group Executive Committee members are selected from the members of the National Conference Planning Group that are interested in participating in the strategic direction of the meeting, have been active contributors to the planning group, and represent diversity and the various subspecialty topics addressed at the National Conference. Selections are made by the Chair, National Conference Planning Group and the Senior Vice President, Education and approved by the AAP Committee on Continuing Medical Education.

COMPOSITION:

National Conference & Exhibition Planning Group (NCEPG)

Up to Twenty-three (23) core members selected according to the AAP By-Laws regarding workgroup appointments. This includes representation from the Surgical Section(s) and Medical Specialties.

- Chair of the NCE Planning Group.
- One (1) ex-officio member representing:
 - COCME Chair

All individuals are appointed to the NCEPG function as full members.

National Conference Planning Group Executive Committee

Up to Eight (8) members, including the following composition:

- Chair of the NCE Planning Group
- COCME Chair
- Up to Six (6) members

DUTIES AND RESPONSIBILITIES:

National Conference Planning Group

1. Attend planning meetings (in-person and virtual) to review and select sessions the conference, including the review and selection of program proposals.
2. Represent assigned pediatric content areas in the planning, development and delivery of the National Conference & Exhibition.
3. Work with AAP sections, councils, committees, and others to develop program proposals that meet the educational needs of pediatric generalists and/or subspecialists.
4. Develop additional proposals as needed to fill programmatic gaps and to ensure that emerging

issues are addressed appropriately through the conference content.

5. Work with AAP sections, councils, committees, and others to identify and become familiar with potential faculty for assigned topic areas to make informed decisions about the qualifications of proposed faculty or to suggest alternative faculty.
6. Select potential faculty and communicate with them on a timely basis about the desired content and direction of each session and provide confirmation information to National Conference staff by established deadlines.
7. Review faculty handout materials prior to the National Conference and communicate issues and follow-up with faculty, as needed.
8. Attend the entire National Conference to monitor/evaluate assigned sessions and participate in planning group meetings each morning.
9. Participate in periodic conference calls, as appropriate.
10. Provide feedback to National Conference faculty to improve conference sessions and help faculty in their development as teachers.
11. Apply adult education principles in fulfilling the conference's educational design, development and delivery process.

National Conference Planning Group Executive Committee

In addition to all tasks above:

1. Attend Executive Committee meetings (as needed) to review the strategy for the conference.
2. Make strategic recommendations to enhance the National Conference to the National Conference Planning Group, AAP Board of Directors and/or Staff.
3. Review and select plenary sessions for the National Conference.