



Guidelines for Developing Section/Council Programs (“H-Program”)

Overview

Section/Council programs are highly focused topics of interest to section members and/or general pediatric health care providers, which require and assume that the attendee has knowledge and interest in the content area. The format of section/council programs can be as varied as the more than 60 section/councils that host them. These sessions may target their specific subspecialty or be open to the general attendees and their subspecialty groups. Some section/councils feature oral and poster abstract presentations intermixed with didactic lectures. Other section/councils incorporate panel discussions, expert panels, or roundtable discussions. Question-and-answer periods are often included. The number of faculty and length of the session can vary, though they generally should not include more than one faculty member for each hour of educational programming.

Role of the Program Chair

The section/council program chairperson is responsible for fostering communication among the faculty and for coordinating the development of the program, including needs identification, learning objectives, and program design.

Proposal Submission & Design

To host an H-program at the 2020 National Conference, the section or council must submit a session proposal by the April 12, 2019 deadline. This proposal will be reviewed at the NCEPG planning meeting, which occurs in June. Meeting space will not be allocated to section/councils that do not meet this deadline.

Proposal authors, staff and program chairs (if different from authors) will receive notification of acceptance in September 2019.

Because of the volume of proposals the NCEPG reviews, the number of sessions accepted for presentation, and the nature of changes made to proposals during the selection process, **the only person with accurate information regarding the disposition of a proposal is National Conference Continuing Medical Education Staff.**

Section/Council Faculty

Program Chairs confirm the faculty for H-programs. Program Chairs **should not** extend invitations to faculty until after the session is accepted at the NCEPG meeting. Program Chairs and staff will receive notification of acceptance in September 2019 and should begin the invitation process.



Faculty cannot be:

- 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.

Reimbursement (based on AAP guidelines) and a stipend is available for faculty. Faculty must speak for at least 30 minutes to be eligible for reimbursement and one faculty member will be reimbursed per credit hour. Section/council Program Chairs, faculty and moderators may contact their staff liaisons with any questions regarding the expense reimbursement policies. **Please note: if faculty exceed one faculty per credit hour, the Section/Council budget must cover additional faculty.**

Confirming H-program Faculty Members

Please note: NCEPG members select and invite/confirm faculty for all general sessions. For H-programs, Program Chairs must confirm the session and faculty. Session confirmations - including all session faculty - must be completed between approval of your session and the confirmation deadline of November 13th.

Because of prior commitments, some faculty members may be reluctant to accept an invitation until they know the exact date and time the program has been scheduled. Please reassure them that we are very committed to accommodating the schedule of every individual invited to be a faculty member and ask if there are days during the meeting on which they are unavailable. So that every faculty member receives the same consideration, all potential scheduling conflicts are reviewed before a session is assigned a specific time and day. Consideration also is given to potential conflicts or overlapping between the topics.

Please note: invitations to faculty members should not be extended until after you receive your official acceptance notification. While it seems logical to explore an individual's interest in presenting at a meeting, if an invitation is not extended, the individual may feel rejected. There is also the risk that they may not accept future invitations.



Moderators and Abstract Presenters

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.

Evaluation of Faculty Members

Faculty members are evaluated by attendees at all sessions. Following the conference, faculty members will receive their attendee evaluation results. This evaluation data is used in the planning of future educational sessions.

It is the responsibility of the section/council to evaluate its section/council programs for the section/council members, if they so choose.

Continuing Medical Education Hours

Section/councils are approved to host programs that offer one half day of CME (3-4 hours, based upon your agenda). 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

Note: provisional sections are eligible to host a section/council program after one year.

Joint Programs & Collaboration with other AAP Committees, Councils, and Sections

Sections/councils are encouraged to host joint programs when topics intersect. Please note, the joint program must serve as the primary program of one of the sponsors and sections/councils holding joint programs may not go over their allotted approved CME time (see above).

In addition, AAP section/councils and related AAP national committees are encouraged to work together in determining educational priorities for the general pediatrician and in developing session proposals.

Award Presentations

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.