



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 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).

Who designates CME credit?

Go to www.accme.org for a list of accredited CME providers and medical societies.

Does the administration fee for holding a symposium at the AAP National Conference & Exhibition include AV, signage, print materials, CME credits or speakers?

The administrative fee is strictly an application fee and does not include AV, faculty, catering or any other ancillary charges. We will make every effort to release a room in our head quarter hotels based on availability.

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

This is completely dependent upon the venue/location. Attendance can range anywhere between 40-250 attendees based on topic, promotion, and advanced registration. You are responsible for 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 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). A list of the Planning Group members can be obtained online at www.AAPEXperience.org [click on About Us| Planning Group]. A list of COCME voting members may be obtained at http://pedialink.aap.org/visitor/cme/about_aap_cme [click on AAP Committee on Continuing Medical Education].

Are the symposia listed in the AAP Program Book or Materials?

A title and location are the only items printed in the conference program, 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 for assistance.

How are dates assigned?

Your preferred time slot (indicated as rankings from 1-4 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.

How long is the typical symposium? Is there a minimum/maximum time allotment with dinner/presentation?

The timeframes are as follows:

- Friday, Nov. 2: 7:00 pm - 11:00 pm
- Saturday, Nov. 3: 7:00 pm – 11:00 pm
- Sunday, Nov. 4: 7:00 pm – 11:00 pm



- Monday, Nov. 5: 7:00 pm – 11:00 pm

Who approves Enduring Material?

The AAP must approve any enduring materials that result from any symposium.

I am interested in putting together a CME presentation on specific pediatric disorders and am trying to assess if the AAP would be interested in hosting a program at their annual meetings?

AAP groups like Chapters are not supposed to be affiliated with, or endorse, symposia. The AAP does, however, review all enduring materials resulting from symposia before they are distributed.

What conditions affect the success of a symposia?

The success of a symposium is based on many things: the type of symposia offered/topic area, the venue/location, and any activities that are promoted to advance registrants and on-site registrants. It is recommended that you offer advance registration for your symposium.

How many people are typically on the pre-registrant list? Is this the total number of attendees?

This changes annually. Please contact Nikki Gould directly at ngould@aap.org.

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 September 1, 2018 the AAP will issue a refund of 80% of the application and administrative fee. No refunds will be issued for cancellations after September 1, 2018.