Workshop Guidelines

Deadline: June 3, 2024

**Before submitting your application, please reference the grid on your
[Submissions Dashboard](#) to note the difference between an AAAP Symposium and Workshop.
Please select the appropriate application for your presentation.**

To view how to navigate the Joyn Submission System, please reference the

[AAAP Annual Meeting Submission Instructions](#)

Workshop Description:

- Improve knowledge or competencies related to a specific topic by presenting a 90-minute interactive session.

- This may include presentations of up-to-date data with case-based examples, discussions, skill-building exercises, or other innovative techniques to promote participation.

- This is an interactive session.

- The submission is open to AAAP members, clinicians, researchers, health professionals, and students.

- Educational outcomes are designed to impact attendees' professional development, teaching, clinical, policy, and/or administrative work.

- Review of current content and methods of identification.

- The total number of submissions accepted is 15 to 25.

- One to three presenters; more than one presenter is preferred.

Workshop Chairperson:

Each Workshop will have one designated Chairperson who will be the main point of contact for AAAP and who is responsible for the following:

- Ensure each presenter meets all deadlines and requests from AAAP staff in a timely manner.
- Verify that the presentation includes the disclosure slide provided by AAAP.
- Confirm that all presenters adhere to the [Standards for Integrity and Independence in Accredited Continuing Education](#) and related AAAP policies, including that the Workshop:

1. Presents learners with only accurate, balanced, scientifically justified, evidence-based recommendations;

2. Has learners' and patients' best interests in mind;

3. Is absent of any promotion, marketing, and commercial tendency.

- Confirm that each presenter can be present in Naples, Florida for the live presentation November 14-17, 2024.

- Make sure all presenters are registered for the conference by September 1, 2024.

- Confirm that all presenters secured hotel and travel by September 1, 2024 (if applicable);

- Additional Workshop Chairperson expectations for during the conference will be provided if your Workshop is accepted.

Submission Process:

- **Funding:** In this application, you must disclose any funding received for the development of the Workshop and its content (if applicable).
- **Requirement for submission:** The Workshop Chairperson is responsible for completing and submitting the final workshop submission. This would include confirming all presenters, moderators, and discussants have completed their submission forms.
- **COI:** The Workshop Chairperson ensures all presenters have completed and submitted a Conflict of Interest (COI) form BEFORE the application is reviewed for preliminary acceptance by the AAAP Scientific Program Committee (SPC). Individual presenters will receive an email from annual-meeting@aaap.org with instructions on completing their COI form.
- **After you submit this application**: You will receive an email from annual-meeting@aaap.org confirming receipt. If you do not receive the email, please check your email spam/junk folder. If you cannot locate this email, have any questions, or require more information about completing this application, please email annual-meeting@aaap.org.
- **Evaluation of Proposals:** Each proposal will be scored and ranked by the SPC and then reviewed and selected by the entire SPC.

Acceptance of Proposals: The Chairperson must confirm preliminary acceptance via the instructions received via email.

- **Step 1:** Preliminary acceptance indicates progression to the next level of review and is contingent upon EVERYONE involved in the planning, content development, or presenting of the workshop disclosing all financial and/or professional relationships with commercial interests or advocacy groups.

- **Step 2:** Final acceptance is contingent upon receiving and approval of drafted presentation materials by **August 12, 2024.**

- **Step 3:** Final presentation materials are due by **September 20, 2024**.

  - **After the final presentation submission, only minor grammatical edits will be made, given the COI approval.**