



Workshop Guidelines

Deadline: May 26, 2025

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 with audience engagement required.
- 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 20.
- 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; and
 3. Is absent of any promotion, marketing, and commercial tendency.

- Confirm that each presenter can be present in San Francisco, CA on November 6-9, 2025
- Make sure all presenters register for the conference by **September 1, 2025**.
- Confirm that all presenters secure hotel and travel by **September 1, 2025** (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 submissions:** Each submission will be scored and ranked by the SPC, reviewed by the SPC COI Workgroup, 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 all presenters involved in the planning, content development, or presenting of the poster disclosing all financial and/or professional relationships with ineligible companies.
- **Step 2:** Final acceptance is contingent upon receiving and approval of drafted presentation materials by **August 4, 2025**.
- **Step 3:** Final presentation materials are due by **September 12, 2025**
 - **Only minor grammatical edits will be made after the final presentation submission, given the COI approval. This is necessary to adhere to ACCME guidelines. Allowing for content changes would require COI approval again.**