



# AAPA 2026

## Satellite Symposium Guidelines

Friday, May 15, 2026: Dinner 6-8 pm

Sunday, May 17, 2026: Dinner 6-8 pm

New Orleans Ernest N. Morial Convention Center  
900 Convention Center Blvd., New Orleans, LA 70130  
May 15-19, 2026  
[aapa.org/conference](http://aapa.org/conference)

## Conduct a Satellite Symposium at AAPA 2026

PAs are one of the fastest-growing occupations in healthcare. There are approximately 190,000 PAs across all medical and surgical specialties in all 50 states, the District of Columbia, U.S. territories and the uniformed services. The PA profession is expected to grow by 28% between 2023 and 2033 according to the Bureau of Labor Statistics.

As part of the AAPA 2026 annual conference experience, you will find unparalleled access to PAs of many different backgrounds and specialties. Thousands of PAs from every practice setting will gather May 15-19 for AAPA 2026 over five days of professional education, career enhancement, and networking. Take advantage of this unbeatable opportunity by providing a customized event to this key audience. Participate in AAPA 2026 and conduct a satellite symposium!

*These sessions are not part of the official AAPA Conference program and are planned solely by the educational provider.*

## Application

**Application deadline is January 31, 2026. Late or incomplete applications will not be accepted.**

The application can be found [here](#). Please pay close attention to each required component of the application and make sure all information is accurate. Incomplete applications will not be reviewed. AAPA must be notified of any changes made after submission deadline which include, but are not limited to, changes in the management company, corporate supporter(s), speakers, and the title of program.

Acceptance is based on topic, scientific content, and other criteria, as determined by AAPA. All proposals must provide a practice performance gap analysis related to PA practice.

The provider is the organization responsible for the educational content and development of a CME program (e.g., communications company, medical education company, public relations agency, etc.). A commercial interest may not function as a provider.

Applications must be signed by representatives accepting responsibility for the program. By signing the application, each representative agrees to take responsibility for following the AAPA Satellite Symposium Guidelines. Please designate one contact person with whom AAPA should communicate, and who agrees to share information with other program representatives.

**Applicants will be notified by February 15, 2026\***, of their tentative approval and a formal AAPA agreement will be sent, in which the day, time, and location for the session will be established. Final approval, however, is contingent upon AAPA's review of all marketing materials, electronic copies of all slides, handout materials, and online CME evaluation questions. **These items are due no later than April 1, 2026\***, and applicants should **allow a minimum of 10 business days for the review of all materials**. Materials submitted after April 1\*, or not reviewed and approved by AAPA, may not be used.

\*If a due date falls on a weekend or holiday, the deliverable is due on the next business day.

## Deliverables and Due Dates

Due Date	Item Due
January 31*	<ul style="list-style-type: none"> <li>• Satellite Symposia applications (<a href="#">Form 1</a>) due</li> </ul>
February 15*	<ul style="list-style-type: none"> <li>• Tentative AAPA approval of content and AAPA Agreement emailed:                             <ul style="list-style-type: none"> <li>○ Once approval is received <a href="#">AAPA Category 1 CME Accreditation application</a> must be initiated unless the organization has a current Joint Accreditation status with PA included in “Professions Accredited” designation</li> </ul> </li> <li>• Invoice sent to approved CME providers by AAPA</li> </ul>
March 15*	<ul style="list-style-type: none"> <li>• Full satellite symposium fee paid to AAPA</li> <li>• Signed AAPA Agreement (upload to Form 2)</li> <li>• Copy of fully executed Letter(s) of Agreement for all commercial supporters (upload to Form 2)</li> <li>• Proof of AAPA Category 1 application approved or Joint Accreditation status with PA included in “Professions Accredited” designation (upload to Form 2)</li> </ul>
April 1*	<ul style="list-style-type: none"> <li>• Final information for conference website/app completed via Form 3:                             <ul style="list-style-type: none"> <li>○ Program title</li> <li>○ Program description                                     <ul style="list-style-type: none"> <li>▪ Funder acknowledgement</li> <li>▪ Number of CME credits</li> <li>▪ Registration link</li> </ul> </li> <li>○ Learning objectives or educational goal</li> <li>○ Program faculty                                     <ul style="list-style-type: none"> <li>▪ Name with credentials</li> <li>▪ Title &amp; Organization with city/state</li> <li>▪ <a href="#">Full disclosure information</a></li> <li>▪ Specialty</li> <li>▪ Faculty headshots</li> </ul> </li> </ul> </li> <li>• Additional items are required for the independent CME review:                             <ul style="list-style-type: none"> <li>○ Format of activity (lecture, other)</li> <li>○ Statement of need</li> <li>○ Target audience</li> <li>○ Additional accreditation certifications other than AAPA CME</li> <li>○ Planner information                                     <ul style="list-style-type: none"> <li>▪ Name with credentials</li> <li>▪ Email</li> </ul> </li> </ul> </li> <li>• The following materials are due for final review and approval:                             <ul style="list-style-type: none"> <li>○ Marketing materials</li> <li>○ Signage</li> <li>○ Final slides</li> <li>○ Final handout materials</li> <li>○ Online CME evaluation questions</li> </ul> </li> </ul>
July 1*	<ul style="list-style-type: none"> <li>• Aggregate attendee evaluation summary identified as Satellite Symposium title – Management Company (company name) Evaluation Summary to be emails to <a href="mailto:conferencecme@aapa.org">conferencecme@aapa.org</a></li> </ul>

\*If a due date falls on a weekend or holiday, the deliverable is due on the next business day.

## Enduring Activity: Additional Deliverables and Due Dates

<p>April 1, 2026* (Form 4)</p>	<ul style="list-style-type: none"> <li>• <b><i>The following materials are due for review, approval, and upload via Form 4 (if post-activity enduring option has been selected):</i></b> <ul style="list-style-type: none"> <li>○ <i>Enduring Material Front Matter Requirements</i> <ul style="list-style-type: none"> <li>▪ Program title</li> <li>▪ Funder acknowledgement</li> <li>▪ Program description</li> <li>▪ Learning objectives or educational goal</li> <li>▪ Program faculty, credentials, and full disclosure information</li> </ul> </li> <li>○ <i>Enduring Materials:</i> <ul style="list-style-type: none"> <li>▪ <i>Pre-test (if applicable)</i></li> <li>▪ <i>Lesson Materials</i></li> <li>▪ <i>Post-test, Evaluation</i></li> </ul> </li> </ul> </li> <li>• <i>Follow up Outcomes Survey (if applicable) including number of days following participation when survey should be sent</i></li> </ul>
<p>June 15, 2026*</p>	<ul style="list-style-type: none"> <li>• <i>Final Recording Due for Posting (if a post activity enduring option has been selected)</i></li> </ul>
<p>July 31, 2026*</p>	<ul style="list-style-type: none"> <li>• <i>Enduring Materials to be posted on Learning Central (if a post activity enduring option has been selected)</i></li> <li>• Materials that have not been reviewed and approved by AAPA may not be used</li> </ul>

## Program Content

- Topic selection must be based on a needs assessment and that needs assessment must be provided to AAPA. PA performance gap analysis must be articulated.
- Final slides will be reviewed and approved by AAPA and a third-party content reviewer for scientific accuracy and to ensure that they contain a fair discussion of available treatment options (see important dates for timelines and review periods).
- At least one member of the faculty must be a PA.
- All speakers, planners, and anyone in a position to control content must disclose all relevant financial relationships with [ACCME-defined ineligible companies](#) occurring within the past 24 months.
- As an additional safeguard to monitor the conduct and content of the Satellite Symposium, anonymous observers may be present in all sessions. These individuals will be charged with ensuring compliance with AAPA policies.

\*If a due date falls on a weekend or holiday, the deliverable is due on the next business day.

## Speakers/Faculty

AAPA excludes members of the following groups from participating as faculty or speakers:

- [AAPA Board of Directors](#)
- [JAAPA Editorial Board](#)
- Commission on Continuing Professional Development and Education

Applications including members of the above groups will be disqualified.

**[Disclosure information for each speaker](#)** must also be submitted with the AAPA Category 1 CME Accreditation application by **April 1, 2026\***. There are no exceptions.

Educational providers are expected to abide by [ACCME Standards for Integrity and Independence](#) and [AAPA CME Criteria](#).

\*If a due date falls on a weekend or holiday, the deliverable is due on the next business day.

## AAPA CME Accreditation Application Procedures

### Live Activity at Conference

Providers of Satellite Symposia CME events that are approved must also apply for AAPA Category 1 CME credit and successfully complete the accreditation process. Or they must provide proof of their current Joint Accreditation status with PA included in “Professions Accredited” designation. A copy of the approval agreement with AAPA or the Joint Accreditation status needs to be uploaded by March 15.

If provider is applying for AAPA Category 1 CME, the application needs to be submitted via the [online application](#). Note the CME application review process can take up to 21 days. Questions about the [AAPA CME credit application process](#) may be directed to [cmeapproval@aapa.org](mailto:cmeapproval@aapa.org).

If the program content or title originally described on the application to hold a satellite event is different from the program content submitted on the AAPA CME accreditation application form, the AAPA reserves the right to deny the application for credit and the application to hold a satellite event.

### Post-Activity Enduring Material

Expand the reach of your content by developing enduring material and distributing it via AAPA’s Learning Central. Providers may develop post activity enduring material(s) (online interactive, video, monograph, etc.) from the content of the Satellite Symposium and potentially reach AAPA’s entire PA database that includes over 70,000 members and 100,000 nonmembers. Activities hosted within Learning Central typically receive anywhere between 1,000 and 2,000 additional participants depending on the activity topic.

For a total fee of \$30,000, this enduring material option includes:

- 12 months of hosting on Learning Central
- Integration into the Learning Central CME Catalog and indexing for optimal exposure
- Launch announcement and periodic inclusion in the Featured CME section of Learning Central
- Access to monthly participation reports
- Final assessment data will be available one month following
- Follow up Outcomes Survey (if applicable)
- CME Accreditation and administration for a period of one year from release\*\*

\*\* Please note if an organization has achieved Joint Accreditation and is authorized to designate the enduring material activity for AAPA Category 1 CME credit they may do so. However, only AAPA Category 1 CME credit will be available to participants via AAPA’s Learning Central.

**No reference may be made to the AAPA 2026 Conference when promoting the enduring material.** Contact [conferencecme@aapa.org](mailto:conferencecme@aapa.org) for more information on hosting enduring materials on Learning Central.

## Satellite Symposium Scheduling

- Space for each seminar will be assigned by AAPA.
- Space assignments will be confirmed by March 1, 2026\*, and at this time Allie Levy with the AAPA Event Strategy department will reach out with additional logistical information and deadlines

## Dates, Times, and Fees for Satellite Symposia

Satellite Symposia will be scheduled on the following dates/times at the Convention Center:

Friday, May 15, 2026: Dinner - 6-8 pm (4 slots available)  
Sunday, May 17, 2026: Dinner - 6-8 pm (4 slots available)

### Fees

The fee for dinner symposia is \$80,000.

AAPA does not guarantee attendance, and no refunds or partial refunds will be given if the attendance is less than anticipated.

For tentatively approved activities, the program fee is due and payable to AAPA no later than **March 15, 2026\***. Fees payable by check should be sent to:

AAPA  
Attn: Satellite Symposia  
2318 Mill Road, Suite 1300  
Alexandria, VA 22314-6868

If payments need to be made via ACH, AAPA's accounting department can provide information upon request. Once payment has been submitted, please email [conferencecme@aapa.org](mailto:conferencecme@aapa.org) to ensure that the payment is applied.

Applicants are required to submit support statements from all commercial supporters so that each company may be listed as a supporter in meeting materials.

### Included in the AAPA Satellite Symposium Fee

- Needs-based review
- Content review
- Compliance review
- Posting on the AAPA Conference website
- Posting on AAPA mobile app
- Listing in digital conference materials
- Complimentary conference registration (only for day of symposium) for organizers and faculty
  - Any organizers and faculty at the Symposium must have a badge. You must provide registration details to Allie Levy (2) two weeks prior to event.

\*If a due date falls on a weekend or holiday, the deliverable is due on the next business day.

One complimentary pre-registration mailing list (estimated number 2,000, dependent upon timing and number of attendees who opt into receiving mailing from third party) for use to promote the symposium. The mailing list will be available four (4) weeks prior to the event. The list will be supplied by request only and must be sent to a bonded mailing house. The provided list is for one-time use only and will be monitored for additional use. Lists include mailing addresses only and do NOT include phone or email information.

Two session readers to be used for scanning-in attendees. Session reader units are picked up and returned to on-site Maritz Representative at the Registration Assistance Desk, labeled "Session Reader Pickup" in the convention center as follows. An order form for additional session reader units (at your cost) will be provided with the countersigned AAPA Agreement at your request. *The company will be responsible for any fees associated with replacing missing units if they are lost or not returned.*

- Pick up prior to 5:00 p.m. the day of dinner symposia
- Return the same evening

### Room Set-up

- Room set-up classroom style for a maximum of 300 people – this does *NOT* guarantee an audience of 300
  - **NOTE: Any changes to room set up must be made with the facility, and the room must be returned to its original set at your expense.**
  - Access to assigned meeting room
    - Dinner symposia - 4 p.m. day of symposium
  - Basic audio-visual setup including:
    - Two screens
    - LCD projectors
    - Combination slide advancer/laser pointer
    - Sound
    - Amplification
    - Mixer
    - Lavalier microphone
    - Podium microphone
      - Standing microphone
  - Freeman AV is the official AV contractor for the AAPA 2026 conference, and you will be connected with them for any additional AV requests.
    - **NOTE: Additional staging and/or AV requests are at the expense of the symposia organizer.**
  - Requests for access to the assigned meeting rooms earlier than two hours must be approved directly with Allie Levy at AAPA.
  - Symposium lectures must be contained within your assigned room. Video overflow to other rooms will not be permitted.
  - On-site registration may not begin prior to 5:15 p.m.

\*If a due date falls on a weekend or holiday, the deliverable is due on the next business day.

- Sodexo LIVE! is the official catering company that is used at the New Orleans Ernest N. Morial Convention Center. You will be connected with a contact person once your symposium is confirmed and will be provided with catering menus at that time.
  - Thirty (30) days prior to your event you must provide initial catering orders and specifications
  - Ten (10) business days prior to your event, the minimum number of people you guarantee are due
  - Five (5) business days prior to your event, the final number of people you guarantee are due

### Signs

One (1) 22x28 sign may be placed outside of the assigned room. Invitations, tickets, etc., may be distributed by mail, email, or in the supporter's exhibit booth (if exhibiting). Any other form of distribution (including from a hotel or the convention center lobby) is strictly prohibited. This includes, but is not limited to, hand distribution of invitations or "button-holing" PAs at hotels or the convention center.

Contact the Convention Service Manager of your assigned facility for specific signage placement guidelines.

### Marketing Opportunities

**For all marketing opportunities, materials must also be approved by your AAPA Satellite Symposium contact prior to submission with the applicable form** (satellite symposium marketing application form, attendee bag inserts application, or freestanding meter boards application form). Please allow a minimum of 10 business days for approval of the marketing materials.

To learn more about AAPA's [exhibit and sponsorship](#) opportunities, contact [Heather Teplitz](#) to discuss marketing strategies for your event.

### Pre-conference Policies

Upon acceptance of a Satellite Symposium proposal, the following are additional conditions to which the provider will be held accountable:

- AAPA reviews all symposia applications and promotional materials and reserves the right to reject topics, formats or materials deemed inappropriate for any reason.
- The educational provider is solely responsible for all marketing/promotional/audience generation efforts. AAPA is not responsible for audience generation and does not guarantee a minimum number of attendees.
- Prior to submitting invitations or promotional mailing proofs to AAPA for approval, please make sure that the following information is included:
  - Name and contact information of provider for questions.
  - Acknowledgement of all commercial support.

\*If a due date falls on a weekend or holiday, the deliverable is due on the next business day.

## AAPA SATELLITE SYMPOSIUM GUIDELINES

- Disclaimer statement: This symposium is neither supported, sponsored, nor endorsed by AAPA.
- AAPA CME Accreditation Statement:

*This activity has been reviewed by the AAPA Review Panel and is compliant with AAPA CME Criteria. This activity is designated for XX AAPA Category 1 CME credits. Approval is valid from XX/XX/2026 - XX/XX/2027. PAs should only claim credit commensurate with the extent of their participation. AAPA reference number: CME-XXXXX.*

Or if your organization has achieved Joint Accreditation, please include this AAPA Credit Designation Statement for a live session.

*{Provider Name} has been authorized by the American Academy of PAs (AAPA) to award AAPA Category 1 CME credit for activities planned in accordance with AAPA CME Criteria. This activity is designated for \_\_\_ AAPA Category 1 CME credits. PAs should only claim credit commensurate with the extent of their participation.*

- This program was supported by an educational grant from \_\_\_\_\_. (Or other statement, as required by funder)
- Educational providers must upload final drafts of all program marketing material for approval prior to printing and **allow a minimum of 10 business days for review**. Materials received after the deadline will be reviewed at AAPA's discretion. Materials that have not been reviewed and approved by AAPA may not be used.
- If your symposium will not include a meal, the following phrase must be prominently included in bold font on all signage, marketing, and pre-symposium materials distributed to potential attendees and registrants: **No meal or other food or beverage is provided with attendance at this activity.**
- Educational provider will coordinate all speaker correspondence and arrangements (AAPA must be notified immediately in writing of any changes in speakers. Final speaker approval is at the discretion of AAPA) – AAPA staff does not make travel and/or hotel arrangements for Satellite Symposium speakers.
- Educational provider is responsible for all seminar registration, including temporary registration personnel onsite.

### On-site Obligations of Provider upon Acceptance of Application:

Upon acceptance of a Satellite Symposium proposal, the following represent the on-site conditions to which the provider must agree:

- Educational providers must provide evaluation mechanism/opportunity to participants. The evaluation must include questions that assess the degree to which the session contained fair balance. AAPA **reserves a minimum of 10 business days for review** of the evaluation questions, and any late materials will only be reviewed at AAPA's discretion. Any materials not reviewed and approved may not be used in conjunction with the satellite.

\*If a due date falls on a weekend or holiday, the deliverable is due on the next business day.

## Post-conference Obligations of Educational Provider upon Acceptance of Application:

Upon acceptance of a Satellite Symposium proposal, the following represent the post-conference conditions to which the provider will be held accountable:

- Educational provider must provide aggregate evaluation to [conferencecme@aapa.org](mailto:conferencecme@aapa.org) no later than **July 1, 2026\***.

## Commercial Support Guidelines

- Educational providers are expected to abide by [ACCME Standards for Integrity and Independence](#) and [AAPA CME Criteria](#).

Please provide a copy of your acceptance notification letter/email from the commercial supporter with your application for verification of commercial support.

## Cancellation Policy

All cancellations must be submitted to AAPA in writing to [conferencecme@aapa.org](mailto:conferencecme@aapa.org).

- Cancellations received in writing through **March 31, 2026**, will incur a **10% cancellation fee**.
- Cancellations received in writing **April 1 through April 14, 2026**, will incur a **50% cancellation fee**.
- Cancellations received in writing after **April 15, 2026**, will incur a **100% cancellation fee** and the host will be issued no refund of any monies received by AAPA for cancellation.

## Violations

AAPA, at its sole discretion, reserves the right to revoke privileges for future Satellite Symposia for any or provider involved in planning a Symposium who does not comply with the above-mentioned guidelines.

AAPA reserves the right to cancel symposia of companies who violate the guidelines on-site prior to their scheduled symposia. AAPA reserves the right to apply other remedies that AAPA determines are appropriate.

\*If a due date falls on a weekend or holiday, the deliverable is due on the next business day.