Conference 2018 Faculty Deadlines

October 15, 2017
- Conference Speaker Contract must be completed online via the link provided in the acceptance email invitation

January 31, 2018
- Early Bird registration for faculty without complimentary registration (http://www.aapaconference.org/register/)

February 2018
- Presentation Management site http://AAPA2018.sessionupload.com opens for posting of PowerPoints and Handouts

March 16, 2018
- Self-assessment PowerPoint presentation including questions and rationale due to AAPA for review and final approval via email (conferencecme@aapa.org)

March 28, 2018
- All faculty must be registered for conference (http://www.aapaconference.org/register/)

April 9, 2018
- Upload PowerPoint presentations (http://AAPA2018.sessionupload.com) named: PPT-session title

April 10, 2018
- Submit three (3) content-based questions based on the learning objectives to be used for your session evaluation: https://www.formsite.com/aapa/CMEQuestions/index.html. These must be the same as the pre-test/post-test questions in your PowerPoint

April 11, 2018
- Upload Handouts (http://AAPA2018.sessionupload.com) named: Handout-session title

April 12, 2018
- Complete Copyright Release Attestation (https://www.formsite.com/aapa/copyrightrelease/index.html)

April 20, 2018
- Deadline to make hotel reservations through AAPA's housing site. Speakers eligible for housing remuneration *MUST* be booked in one of AAPA's official conference hotels via AAPA's housing agent (https://www.aapa.org/conference/).

May 19-23, 2018 - AAPA Conference 2018
- Speakers should pick up registration badges at Express Registration in the Ernest N. Morial Convention Center, 900 Convention Center Blvd, New Orleans, LA 70130.
- Speakers should sign in and review their presentations and ARS questions at the Speaker Ready Room (Room 254) the day before their session(s)
- Speakers must arrive in their session room at least 15 minutes prior to session start

June 6, 2018
- Must submit reimbursement form for honorarium and expenses via email to conferenceCME@aapa.org.
  - o Promised compensation: Refer to your email invitation
  - o Honorarium
    - Must be claimed on reimbursement form to be received
    - If honorarium for calendar year exceeds $599, you must submit a completed IRS W-9 form and fax it to Larisa Fitzpatrick, Accounting (571-319-4513)
  - o Flight
    - Up to $500, over $500 requires pre-approval by AAPA staff
  - o Housing
    - Eligible number of nights is listed in your invitation email
    - Itemized hotel receipt is required
    - Room must be within AAPA's official housing room block
    - Room must be booked through AAPA's official housing company (https://www.aapa.org/conference/)
    - Must be within the 24-hour period surrounding your presentation, example Saturday, 1pm session, can receive reimbursement for either Friday night *OR* Saturday night
  - o Per Diem
    - Up to $40 within the 24-hour period surrounding your presentation
    - Itemized receipts required for all expenses over $25
  - o Transportation
    - Cab fare to and from airport only
    - Personal mileage claims must include route map with mileage included

June 30, 2018
- Complete the online speaker survey