Speaker Guide

Welcome and thank you for serving as a presenter at the Association of Pediatric Program Directors (APPD) 2025 Annual Fall Conference. This guide outlines everything you need to prepare for a successful session.

📍 Dates & Location

Date: September 16–17, 2025
Venue: Marriott St. Louis Grand, St. Louis, MO
Registration / Check-In + Sessions will be held on Conference Plaza Level – 2nd Floor.

🎯 Conference Purpose

The APPD Fall Meeting is designed to support new and developing leaders in pediatric medical education by providing foundational guidance, leadership development, stakeholder updates, and opportunities for community building across roles.

📅 Schedule Overview

Tuesday, September 16

- **8:00 AM–6:00 PM:** Registration & Check-In Open

- **9:00–9:45 AM:** Welcome, Overview of the Day & Introduction to APPD

- **9:45–11:45 AM:** *Program Organization 101*: Basics of Day-to-Day Program Leadership (Part 1)

- **12:00 PM–1:00 PM:** Region Networking Lunch

- **1:15–2:15 PM:** American Board of Pediatrics (ABP) Updates

- **2:30–4:30 PM:** Community-Building / Section-Specific Programming

- **4:45–5:45 PM:** Hot Topic Workshop: Leadership Development / Building an Effective Team

- **6:45–8:00 PM:** Keynote Dinner: *Leadership Through Challenging Times* with Dr. Ingrid Walker-Descartes

<u>Wednesday, September 17</u>

- **8:00 AM–12:30 PM:** Registration & Check-In Open

- **8:00–9:00 AM:** Breakfast & Morning Networking

- **9:00–10:00 AM:** Accreditation Council for Graduate Medical Education (ACGME) Updates

- **10:00–11:00 AM:** *Program Organization 101*: Part 2

- **11:15 AM–12:15 PM:** APPD Learning Community Showcase (2 topic/table rotations)

- **12:15–12:30 PM:** Closing Remarks & Meeting Adjourns

🛠️ Speaker Essentials

Conflict Of Interest Disclosure (COI) - ACTION!

This activity offers CME credit through Amedco; disclosures & bias avoidance are mandatory. Please complete the below online COI form by August 4th. https://disclosure.amedcoedu.com/events/7576.

Registration
All speakers must register for the APPD 2025 Annual Fall Meeting. Please register online

Conference PowerPoint/Slide Template

Speakers are welcome to use the conference PowerPoint/Slide template. [Download the template here.](#)

Audio Visual (AV) / Session Room Setup

- Standard AV for session rooms includes:

    o Speaker podium with built in microphone, laptop, laptop advancer/clicker, screen with projector, and wireless microphone for audience use.

- All session rooms will be set in round tables with 8 chairs at each table.

Loading your Presentation

- Please arrive to your session room prior to the start time to upload your presentation slides to the laptop at the speaker podium (you will need to bring your presentation on a flash drive/usb drive). We will not be collecting presentation slides prior to the conference.

- AV techs and an APPD staff member can assist you with the setup.

Event Mobile App

You have been listed as a speaker in our event mobile app, Whova. You will receive an email the week of July 28th from the mobile app with access to your individualized speaker form with a link to complete your profile and update any of your session information (including uploading documents, adding descriptions). Attendees appreciate as much information as you can populate.

Session Format

- **Plenary Sessions:** Various times allotted; panel-style discussions or didactic sessions held in the main plenary room of the conference.

- **Hot Topic Workshops:** Interactive, with discussion, reflection, and practical tools; may include case studies or small-group work.

- **Community-Building / Role-Specific Breakouts:** Informal and discussion-based; may include guided prompts, table rotations, or peer-led facilitation

- **Learning Community Showcase:** Attendees choose and rotate between 2 topics/tables to learn about projects, initiatives, and innovations in a more personalized setting.

📩 Need Help?

For inquiries or special request, please email info@appd.org.