National Association of Pediatric Nurse Practitioners℠

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2027 Industry-Sponsored Ancillary Education Event Guidelines

General Information, Costs and Deadline

NAPNAP offers sponsorship of ancillary educational events and welcomes applications from industry partners, medical education companies and non-profit organizations (supporters) to present timely and educational clinical information to NPs in conjunction with our conference. The guidelines below have been developed to assist you throughout the application and planning process.

The three (3) types of Industry-Sponsored Ancillary educational events are:

Ancillary Continuing Education (CE) Symposia

An in-person event that provides an opportunity for registrants to obtain high quality, evidence-based, current information on a pediatric health topic and must offer NAPNAP continuing education (CE) contact hours. Breakfast and lunch options are available during our in-person conference on March 21-24 (see **2027 NAPNAP Conference Ancillary Events Schedule**).
Cost: $24,750 (Cost does **NOT** include food & beverage or audiovisual equipment or labor.)

Non-Continuing Education (Non-CE) Product Theaters

An in-person event that offers registrants information on specific products and/or therapeutic areas provided by company-designated presenters. Material may be promotional and may concentrate on a specific product or drug. The product theater **cannot** be accredited for continuing education. Breakfast and lunch options are available during our in-person conference on March 21-24 (see **2027 NAPNAP Conference Ancillary Events Schedule**).
Cost: $24,750 (Cost does **NOT** include food & beverage or audiovisual equipment or labor.)

Exhibit Hall Product Showcases

A 30-minute focused demonstration or informational session that provides an opportunity for registrants to gain information on a specific product and/or therapeutic area provided by company-designated presenters in the exhibit hall during exhibit hours. Product showcases **cannot** be accredited for NAPNAP CE contact hours. Time slots are available during exhibit hall hours on Monday, March 22 and Tuesday, March 23 (see **2027 NAPNAP Conference Ancillary Events Schedule**). Company is permitted to request NAPNAP to order beverages and/or light refreshments but will be responsible for the additional cost.
Cost: $13,500 (Cost includes screen, LCD projector, laptop computer and attendee seating arrangement for approximately 50 people. Any additional audiovisual equipment or services may be coordinated for an additional cost.)

Deadline for Applications

All applications must be submitted by **February 8, 2027**. **Space and time assignments will be given on a first come, first served basis, and no space is guaranteed without payment in full.** NAPNAP will contact the Program Organizer/Supporter regarding the outcome of the application.

Cancellation Policy

After approval has been issued for your event, NAPNAP must be notified in writing of cancellation. NAPNAP will issue a refund of 80% of the fee for cancellations received by close of business on **February 9, 2027**. No refunds will be issued for cancellations received on or after **February 10, 2027**.

It is mutually agreed that in the event that NAPNAP should find it necessary to cancel or postpone the 2027 NAPNAP National Conference on Pediatric Health Care for any reason, including but not limited to low registration, strikes, outbreak of disease or illness, epidemic or pandemic, acts of nature, war, terrorist acts or other circumstances beyond NAPNAP's control, this agreement will be terminated immediately, and NAPNAP shall determine an equitable basis for the refund of such portion of the ancillary fees as is possible, after due consideration of expenditures and commitments already made.

Disclaimer Requirement

The following Ancillary Event Disclaimer is required on all marketing and presentation materials:

Ancillary CE-accredited Symposia:
(**Program Supporter/Organizer) has been given meeting space to provide an educational offering during NAPNAP's National Conference. NAPNAP's approval of meeting space or continuing education accreditation does not imply product endorsement.**

Non-CE Product Theaters and Product Showcases
(**Program Supporter/Organizer) has been given meeting space to provide an educational offering during NAPNAP's National Conference. NAPNAP's approval of meeting space does not imply product endorsement.**

Additional Marketing Opportunities and Services

Additional marketing opportunities are available (ALL require additional fees that are not included in the one-time administrative fee). Please see our 2027 Exhibitor Prospectus for pricing information and contact Jill St.Pierre at Meeting Management Associates with inquiries at jill@mma-inc.com or 607-674-5768.

Conference Program Book Advertisement – an opportunity to include an advertisement (various sizes available) in the conference program book, which is distributed upon check-in at the NAPNAP registration desk to all conference participants.

Registration Bag Insert – an opportunity to insert promotional materials in the registration packets which are distributed upon check-in at the NAPNAP registration desk to all conference participants.

Conference Participant Mailing List/Blast Email – an opportunity to rent the conference participant mailing list or choose to send a blast email to conference participants (don't delay in reserving - limited number of opportunities available).

Program Benefits

The administrative fee covers the following for in-person events:

- Announcement of all events in the conference program book and "Meeting-At-A-Glance" (time permitting), which are distributed upon check-in at the NAPNAP registration desk

to all conference participants. Information about the event will also be included in the conference app (title, date, time and location).
- Posting of event on the conference webpage. Announcement to include: title of program, day and time of the program, sponsor/supporter of the program, CE information (if applicable), and registration instructions (if applicable).
- One general blast email to all conference pre-registrants (date to be determined) announcing **ALL** ancillary events (to include same as web posting information above). Additional fees apply for individual blast emails and mailings.
- Review and approval of all materials by NAPNAP senior manager.
- Onsite provision and access to assigned meeting space including riser with draping and set-up (podium, table, and chairs) for preparation one hour before the scheduled event. Requests for extended or additional access to meeting space may be accommodated, but additional fees will apply.
- Onsite space to be used for event registration.
- Permission to post promotional signage of event at NAPNAP conference registration desk and in exhibit hall (see **Signage** for additional details).
- Designated NAPNAP staff to assist onsite with answering questions.

The fee also covers the following for **Ancillary CE Symposia providing CE** contact hours:
- Application fees for NAPNAP continuing education (CE) accreditation (see **CE: Accreditation and Contact Hours** below for additional details).
- Certificates of attendance and recording fees for up to a maximum of 200 participants for in-person events.
- Permission to develop a Post-Conference Derivative Program (see **CE: Enduring Materials** for additional information and applicable fees).*

2027 NAPNAP Conference Ancillary In-Person Events Schedule

Date	**Ancillary CE Symposia/ Non-CE Product Theaters** Available Times	**Exhibit Hall Product Showcase (Non-CE)** Available Times
Sunday, 3/21/27	Lunch (12:15–1:30 p.m.)	N/A
Monday, 3/22/27	Breakfast (8–9:30 a.m.) Lunch (12:30–1:45 p.m.)	8:45–9:15 a.m. 9:30–10 a.m. 12:30–1 p.m. 1:15-1:45 p.m.
Tuesday, 3/23/27	Breakfast (8–9:30 a.m.) Lunch (11:40 a.m.–12:55 p.m.)	8:30–9 a.m. 9:15–9:45 a.m. 10–10:30 a.m.

*Times are projected, and may be adjusted slightly, but the length of the time slots will not change.

NAPNAP fully supports all ancillary symposia marketing efforts but is not responsible for final attendance of symposia. There may be up to two (no more) ancillary events scheduled on the same day at the same time, and room assignments are not guaranteed to be located in separate sections of the conference venue. All symposia rooms will have the capacity to accommodate up to **200 participants**.

CE: Accreditation and Contact Hours

NAPNAP must accredit all Continuing Education Symposia for NAPNAP Continuing Education (contact hours). Please refer to NAPNAP's 2026 Continuing Education Guidelines for details regarding CE event requirements. CE application and recording fees for participants are covered in the fee, as well as an expedited review of the CE application. Please review the Accredited Individual CE Providers information and complete the online application by **February 19, 2027**.

Program Organizer Responsibilities

Program Supporter/Exhibitor is the organization providing funding for the symposium (i.e. pharmaceutical, device or medical supply company).

Program Organizer is the organization arranging the logistic details of the ancillary event (i.e. medical education company, public relations/communications/marketing agency).
Program Organizer is responsible for arranging/coordinating the following event details:

- Working directly with convention center staff regarding event logistics (contact information to be included in confirmation letter).
- Providing food and beverage (F&B) menu choices and quantities to convention center staff for the event, if applicable. Also responsible for receiving and approving BEOs for event, if appropriate.
- Securing audiovisual equipment for the event (if applicable) directly with NAPNAP's preferred audiovisual provider.
- Planning and coordinating symposium registration. Offering pre-registration is **not** required.
- Providing all marketing materials and signage to NAPNAP for approval prior to printing (the following items must be included on all materials in addition to the symposium/event information: NAPNAP disclaimer, registration details/instructions, audience size limitations).
- Completing and submitting CE application, if applicable.

Onsite Ancillary Events Signage

Signs, directional or informational, must be approved by and coordinated with NAPNAP. Each ancillary event is permitted a maximum 4 signs (no larger than 22" x 28" inches) as designated below:

- One registration sign – placed in the registration area that provides detailed registration instructions.
- One easel sign placed outside of symposia/product theater room.
- Two directional signs that may be placed in approved public spaces of the conference venue within 2 hours of the symposium/product theater.

No banners or meter boards are allowed. All signs must be supplied by the Program Organizer.

If the guidelines regarding signage are not adhered to, NAPNAP has the right to remove posted signs without notice. One sign may also be placed within the exhibit space assigned to the Program Supporter.

Audio Visual Services

The sponsoring company will be responsible for making all arrangements for your audiovisual needs. You are required to use NAPNAP's AV vendor, which will be provided after your application is approved. The estimated cost for standard AV set up is $9,000 (for budgeting purposes only) and includes the following: two screens and projectors, podium microphone, laptop, speakers, scenic pipe and drape, lighting, and labor. Any additional requests or upgrades will need to be discussed directly with the AV vendor and will incur additional costs.

Food and Beverage (F&B) Services

The sponsoring company will be responsible for making all food and beverage arrangements directly with the catering contact of the convention center. The contact will be shared after your application is approved. If you would like to receive a copy of the 2026 F&B menu for budgeting purposes, please contact Heather Keesing (hkeesing@napnap.org). Please note that 2026 prices will only be guaranteed if full payment is made before December 31, 2026. The 2027 F&B menu is expected to be available in November 2026.

Additional Services

The following is a description of additional opportunities that are available (ALL require additional fees that are not included in the administrative fee).

1. **Funding Request and Budget Review** – A NAPNAP senior manager will review funding application and assist with questions or concerns the Program Organizer may have. It is still the responsibility of the Program Organizer to develop and submit the funding request, complete all required paperwork, and develop and submit a budget to receive funding for the program. **Additional Cost: $2,500**

2. **Letter of Agreement (LOA) Review and Sign** – NAPNAP will assist with the review of any letters of agreement and sign as co-sponsor or approving organization, if requested. **Additional Cost: $2,500**

3. **Funding Request Submission and Administration of Funds** – NAPNAP understands that some sponsoring companies require the sponsorship request to come from the accrediting or hosting organization (NAPNAP). NAPNAP will assist with the review of and submit any necessary letters of request to the potential Program Supporter. However, the Program Organizer is responsible for developing the request, completing all required request paperwork, and developing a budget for the program. NAPNAP will ensure the request is submitted to the requested Program Supporter and will receive the funding, if approved. The Program Organizer will then be responsible for invoicing NAPNAP for the appropriate costs and reconciling the budget/money at the close of the program. Any sponsorship whose funds are administered by NAPNAP must clearly delineate what is to be done with remaining funds. **Additional Cost: $5,000**

4. **Speaker Recommendation** – NAPNAP will locate a member expert to serve as a speaker on the requested topic area and contact them to see if they are interested in a speaking opportunity. The Program Organizer is responsible for further coordination and arrangements. **Additional Cost: $1,500**

5. **Electronic Barcode Scanning Device for Event Registration** – Electronic scanning device to be used for registration and scanning participants barcode, name and contact information. Additional information available upon request. Additional fees apply.

Contact Information/Questions

If you have additional questions please feel free to contact:
Heather Keesing, Senior Manager of Professional Development & Nursing Practice
hkeesing@napnap.org
Phone: 917-565-4660

Additional Opportunity: Post In-person Conference Enduring Materials

As an additional opportunity, enduring materials may be produced based on ancillary CE symposia held during the NAPNAP National Conference pending approval by the NAPNAP Education & Learning Department. **Any content that has been repurposed for web delivery must be hosted by NAPNAP's PedsCE℠ – Online Community for Pediatric Health Care and Nursing Continuing Education. Any content that has been repurposed for printed delivery must offer the option to partake in the post activity test and evaluation survey hosted by NAPNAP's PedsCE.** Any intent to repurpose content of the live meeting must be made known in the application submitted.

NAPNAP requests that all materials related to enduring material be submitted for approval. Enduring materials are considered a separate activity and thus will be subject to separate continuing education accreditation from the live event. Once approved, any proposed revisions must be submitted for approval as well. A final copy of all materials must be submitted to Laura Nelsen at lnelsen@napnap.org approximately 6-8 weeks after the live event. NAPNAP recommends that sponsors do not print materials or go live with web sites before approval from NAPNAP has been received. NAPNAP is not liable for any expenses the sponsor may incur if changes must be made to pieces that have already been produced. All re-purposed material must contain the designated NAPNAP disclaimer.

***Post-Conference Derivative Program** - Any enduring materials or programs that are produced based on the content of this symposium **must** be submitted to NAPNAP for review and NAPNAP CE accreditation. A formal Post-Conference Derivative Program Request Form must be filled out and may be submitted up to 4 weeks before the national conference or within 3-4 weeks after the conference. *NAPNAP will not designate final approval for any derivative or enduring materials until after the conference*.

Cost: $15,000