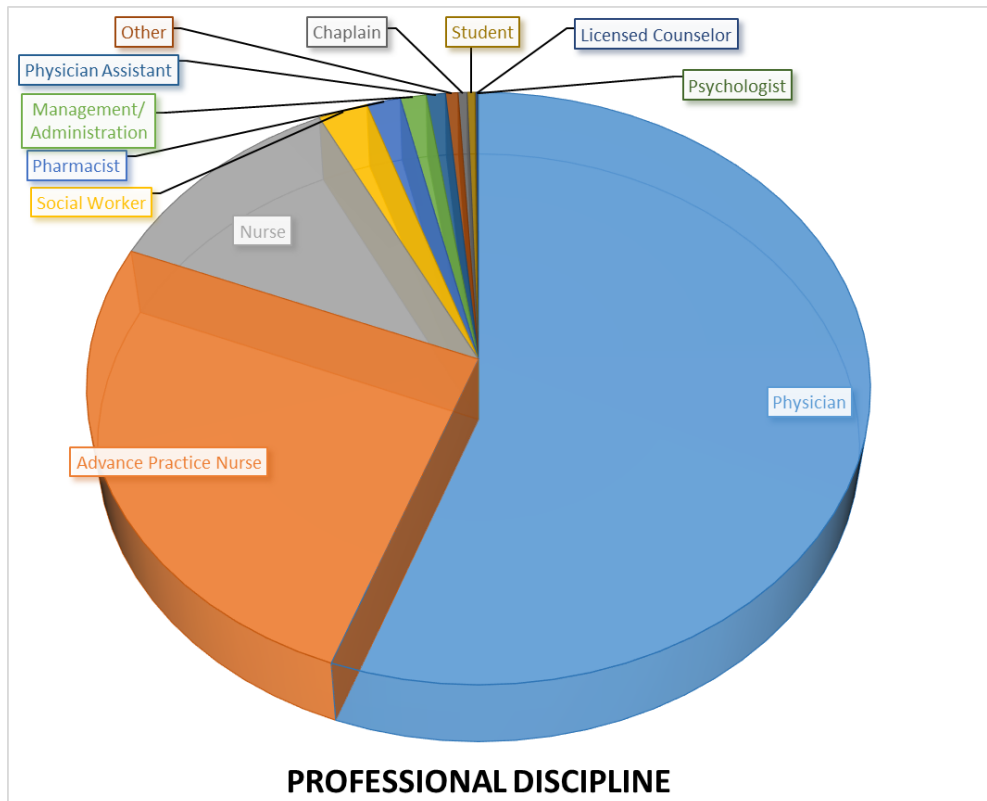


Annual Assembly of Hospice and Palliative Care FAQs

1. Who attends the Annual Assembly?

The meeting is presented by the American Academy of Hospice and Palliative Medicine (AAHPM) and the Hospice and Palliative Nurses Association (HPNA) and attended not only by their members but by physicians, nurses, pharmacists, nurse practitioners, social workers, physician assistants, chaplains, fellows, residents, medical or nursing students or other members of the healthcare team who cares for seriously ill patients.



2. When does registration open?

Registration for Annual Assembly typically opens in early October. Program brochures are mailed to all AAHPM and HPNA members and others who have expressed interest in attending the meeting.

3. What are dates and future locations?

March 18-21, 2020

San Diego Convention Center
San Diego, CA

February 17-20, 2021

Colorado Convention Center
Denver, CO

February 9-12, 2022

Music City Center
Nashville, TN

March 22-25, 2023

Palais des congress de Montreal (Montreal Convention Centre)
Montreal, Canada

March 20-23, 2024

Phoenix Convention Center
Phoenix, AZ

4. How are the cities selected?

For more than 20 years, the conference has rotated between regions of the U.S. (West, Central and East locations). This provides opportunities for individuals in different parts of the country to more easily participate and access the programming. Due to many competing national conference and course dates, there is a fairly narrow window in which the Annual Assembly can be scheduled (mid-February through mid-March).

Host cities for each Annual Assembly are selected at least 5 years in advance. Requests for Proposals are distributed to 8-10 cities within a selected region through convention bureaus. With nearly 3,500 in attendance, the conference has become too large to fit into many hotels and even some cities.

Once proposals are received, a comprehensive review occurs by meetings and educational professionals who consider various indicators, including meeting space and costs, layout, convention center facilities and configurations, food and beverage minimums, Wi-Fi fees, labor costs, hotel accommodations and guarantees, and transportation options (air and ground).

In recent years, other industry indicators and third-party ratings are used to assess various human and environmental factors in an effort to ensure a welcoming and safe environment for attendees.

5. How long has the Assembly been in existence? What organizations are included?

AAHPM was founded in 1988 and the first Annual Assembly was held in Estes Park, CO around 1990.

The Annual Assembly has been a jointly sponsored event between AAHPM and HPNA since 2005. AAHPM oversees the administrative management, contracting, marketing and onsite logistics associated with the Assembly. HPNA participates in all planning and educational aspects of the program. In 2016, the conference was renamed "The Annual Assembly of Hospice and Palliative Care" with a goal of being more inclusive and accessible to other disciplines, specialties and non-members.

In recent years, other associations have co-located pre-courses or held additional programming separately but in conjunction with the Annual Assembly (same week, sometimes a different location). For example, the Social Work Hospice & Palliative Network (SWHPN) leadership believes it is important for social workers to have a conference fully dedicated to advancing the clinical skills and specific aspects of their discipline. SWHPN also hosts pre-conference workshops – along with the Society of Palliative Care Pharmacists (SPCP) – in conjunction with the Annual Assembly.

6. Why are the calls for abstracts so early?

The Annual Assembly call for abstracts typically opens in April of the prior year. The first call includes preconference workshops, 1-hour concurrent sessions, and the Interactive Educational Exchange. Several hundred abstracts are submitted, reviewed and selected in time for registration materials to be designed and distributed by early fall.

The second call for scientific and quality improvement papers and papers opens in July and the third call for case submissions and fellows' and scholars' posters opens in October. The selected abstracts are posted on the Annual Assembly website.

Abstracts need to be selected and scheduled to meet the publication deadlines for the Assembly brochure and *Journal of Pain and Symptom Management*.

7. How are abstracts selected?

Each call for abstracts is overseen by a small committee made up of an equal number of members from AAHPM and HPNA. Co-Chairs for the Program Planning Committee and Scientific and Quality Improvement Subcommittee are appointed by each organization for two-year overlapping, consecutive terms. The committees review and refine the calls for abstracts and the review criteria each year.

AAHPM and HPNA members are recruited for each call and serve as reviewers. Subject matter expertise and knowledge and breadth of experience are carefully considered when reviewers are assigned. Each abstract is typically scored by four reviewers, two from each organization. The committees then review the scores, set a cut-off score based on the number of abstracts that can be selected, and review content to ensure that the breadth and depth of the field is represented. Typically more than 1,000 abstracts are submitted each year and approximately 450 are selected (35%). More than 200 AAHPM and HPNA volunteers are involved in reviewing abstracts and 35 volunteers engage in the selection process.

8. How are pre-conference workshops selected?

Pre-conference workshops are half or full day sessions that are provided for an extra fee on the day the Annual Assembly opens (typically Wednesday). They provide a great opportunity to engage deeply in content and are creative, engaging and often interactive.

AAHPM and HPNA each takes responsibility for a segment of the pre-conference workshops. HPNA identifies key topic areas and faculty and hosts HPNA workshops. In the same way, AAHPM identifies critical topic areas and faculty to host AAHPM workshops in addition to identifying a small number from the call for abstracts. AAHPM has collaborated with other organizations to host workshops for several years including VitalTalk, SWHPCN and SPCP. A few workshops serve to prepare specific audiences for certification exams; the others are designed for a broad audience from diverse disciplines.

9. Who can exhibit?

Annual Assembly exhibitors submit an application for consideration. The documents state that the exhibition is designed for the display and demonstration of products and services related to the practice and advancement of the art and science of hospice and palliative care and the professional education of those individuals attending the Annual Assembly. AAHPM determines the eligibility of any company, product, or service and may reject the application of any company whose display of goods or services is not compatible with the educational character and objectives of the Assembly.

10. How are registration fees determined?

The price to attend the meeting reflects the costs associated with organizing and executing the event. Conference pricing is also benchmarked against other hospice and palliative care programming sponsored by other organizations. AAHPM and HPNA members are provided a substantial discount on registration fees. Any profits from the meeting help to offset additional educational programming and initiatives provided by AAHPM and HPNA.

11. What makes the Annual Assembly of Hospice and Palliative Care different from other meetings?

The meeting is truly meant to be an experience, as well as the place to learn the latest in hospice and palliative care, connect with fellow clinicians, and reignite attendees' passion so they leave the meeting feeling inspired and rejuvenated.

AAHPM and HPNA are committed to transparency and eager to respond to questions from members or attendees. Feel free to contact info@aahpm.org for individual requests or if you have a suggestion for the FAQ page.