

**Pediatric Hospital Medicine 2023 Conference**  
**August 3 – 6, 2023**  
**Marriott Philadelphia Downtown**  
**Philadelphia, PA**

**Pre-Conference Space Request Information**

The Pediatric Hospital Medicine 2023 (PHM23) Planning Committee invites all interested parties to submit a proposal for a pre-conference program. Please review this Pre-Conference Space Request Information prior to submitting a proposal.

- All pre-conference programs will be scheduled to take place on **Thursday, August 3, 2023** between the hours of **7:00am** and **12:00pm**.
- Space is limited and all submitted proposals will be reviewed and acceptance determinations will be made by the PHM23 Planning Committee.
- The deadline for submitting pre-conference space requests is **Tuesday, February 28, 2023**.
- To be considered, each proposal/space request must include the following information:
  - Name of the individual submitting the request/organizing the program.
  - Email address of the submitter/organizer.
  - Phone number of the submitter/organizer.
  - Title of the pre-conference program.
  - Expected number of participants.
  - Is participation by invitation only or open to all.
  - Short description of the who the expected participants are.
  - Short description of the relevance of the program to PHM.
  - Goal(s) of the program.
  - Brief agenda/description of the program.
  - Will A/V be needed for the program and, if yes, what A/V will be required.
  - Identify any potential or secured financial support for the program.
  - Will CME credit be offered for this program. (**Please note:** the AAP cannot provide CME credit for any pre-conference program)
  - Identification of any organizations supporting the program.
- All accepted pre-conference programs will be provided with complimentary meeting space.
- Meeting space will be assigned based upon the anticipated number of participants for the program.
- The meeting space will be pre-set (theater style seating, round tables, etc.) for use through the duration of PHM23 and cannot be altered.
- All other expenses (food and beverage, etc.) will be the responsibility of the group conducting the program.
- All pre-conference program submitters will be notified of their acceptance status in late March 2023.