2027 AAD Global Education Day Policies & Guidelines

The 2027 AAD Global Education Day at the American Academy of Dermatology (AAD) Annual Meeting is an opportunity for international societies who are ***member organizations*** of the **International League of Dermatological Societies (ILDS)** to hold an independent educational session the day before the official start of the AAD Annual Meeting on Thursday, March 18, 2027. These unique sessions provide international societies with the opportunity to highlight their members' work and network with fellow dermatologists from around the world.

These sessions may or may not be eligible for continuing medical education credit; offering such is at the sole discretion of the sponsoring organization. *NOTE: The AAD does not accredit any Global Education Day program for continuing medical education credit.*

GENERAL GUIDELINES:

The *AAD Global Education Day* provides an opportunity for international societies of the ILDS to hold an independent educational session for dermatologists attending the AAD Annual Meeting. Each society is responsible for developing all programming, promotion, advance and on-site registration, and for all program-related expenses not included in the participation fee -- including, but not limited to registration, speakers, additional audio visual, meeting room re-sets, and catering.

ELIGIBILITY:

Approved ILDS members by the AAD are eligible to hold a two (2) or four (4) hour session.

APPLICATION PROCESS:

- Societies interested in holding a session during *AAD Global Education Day* must submit an application that includes the session description, learning objectives and invited speakers.
- Applications are subject to review by the AAD. Application does not guarantee acceptance. '
- Applications received and approved by **September 4, 2026** will be included in the AAD Annual Meeting program materials and placement on the AAD Annual Meeting website.
- Applications received between **September 5 – October 16, 2026** will be included on the AAD website only.
- Applications received after **October 17, 2026** will be accepted based on space availability.
    - AAD Global Education Day sessions may only be conducted upon approval of the Academy.
    - Applications are processed on a first-come, first-served basis. The request requires a 1st, 2nd, and 3rd choice of session time. Space is limited for this activity.
    - Applications will not be accepted from meeting planning or other third-party companies.
    - The Academy will notify society of acceptance of the application and will provide an assigned time for their program within 10 business days of submission date.

IMPORTANT! Full payment of the fee must be received within thirty (30) days of receipt of the AAD invoice, or the AAD Global Education Day Session will be cancelled, and space will be released. Invoices will be sent via email approximately 10-15 business days after applications have been approved.

2027 AAD Global Education Day Policies & Guidelines

PARTICIPATION FEE & INCLUSIONS:

The fee to conduct an *AAD Global Education Day* (2-Hour or 4-Hour) Session is **$3,000 USD.** **NOTE:** The retail value of the *AAD Global Education Day* package is over 10,250

The Participation Fee above includes the following for each *AAD Global Education Day* session at the Moscone Center (San Francisco, CA:

- Each room will be approximately 3,500 square feet and will be set in theater seating for 150 people.

  **Room set can be changed at respective societies' expense*
- Head table for 4ppl (on a riser, if applicable)
- One (1) digital sign - Placed outside of the session room
- One (1) six-foot table and 2 chairs - Placed outside of the session room
- A/V Equipment:
  - Podium with a hardwired microphone
  - Two (2) tabletop hardwired microphones on head table
  - One (1) 5500 lumen LCD projector
  - One (1) 16:9 wide format screen
  - One (1) Digital Signal Distribution Kit
  - One (1) speaker timer
  - One (1) Lenovo T520 15" laptop at AV technicians' table
  - One (1) Presentation Assistance Kit (includes a non-wireless mouse and keyboard at the podium for the presenters)
  - One (1) Audio box for video / sound presentations
  - One (1) confidence monitor at the podium
  - One (1) audio visual technician to assist with session logistics

    **Additional A/V may be ordered at societies' expense*

All speakers must upload their presentations in the Speaker Ready Room, Room 2000, Moscone Center. We recommend that you visit the Speaker Ready Room at least 2-hours prior to your speaking time. The Speaker Ready Room will be open from 7:30am to 6pm on Thursday, March 18.

2027 AAD Global Education Day Policies & Guidelines

PARTICIPATION FEE & INCLUSIONS (continued):

***Optional Recording of Session**:*
Session Recording is available for an additional $600 USD. The recorded session will be provided in raw data format containing PowerPoints and audio only. The recording will be supplied within ten (10) business days after the AAD Annual Meeting concludes. Video capture is an additional expense in addition to the recording fee. Societies can select session recording options on the submission application.

AAD Global Education Day session promotion on the AAD Annual Meeting website that includes:

- Date
- Time
- Title
- Link to each society's website or a PDF, including program & registration information.

  NOTE: Attendees must register through the respective society's website, not through the AAD.

- The AAD will cross-promote *AAD Global Education Day* in marketing conducted for the AAD Annual Meeting to AAD Members and meeting attendees, December 2026 through March 2027.

- Every international society will receive the complimentary one-time use of the **AAD membership (physical) postal mailing list**. Societies should contact Kelsey Ciukowski at kciukowski@aad.org for AAD Membership mailing list information.

  NOTE: All mailings using the AAD Membership Mailing List must be approved by the AAD prior to mailing.

- As part of the agreement to hold a session, each international society will receive the complimentary one-time use of the **AAD Annual Meeting advance registrant (physical) postal mailing list** (available approximately 3 weeks prior to the Meeting). Contact Kelsey Ciukowski at kciukowski@aad.org for Attendee/Member Mailing Lists information.

  IMPORTANT! All mailings must first be approved by the AAD prior to mailing.

2027 AAD Global Education Day Policies & Guidelines

CANCELLATION POLICIES:

Cancellations are accepted **in writing only** and should be directed to Kelsey Ciukowski, AAD Meeting Planner, at kciukowski@aad.org.

Date of Cancellation	Amount of Liquidated Damages Due
On or before 5:00pm CT on January 8, 2027	No Cancellation Fees will be Incurred
From 5:01pm CT on January 8, 2027, and 5:00pm CT on January 29, 2027	25% ($750 USD) Cancellation Fee
From 5:01pm CT on January 29, 2027, and 5:00pm CT on February 5, 2027	50% ($1,500 USD) Cancellation Fee
After 5:01pm CT on February 5, 2027	The $3,000 fee will be forfeited, and any additional fees paid for recording or videotaping.

Should any changes need to be made related to the 2027 AAD Annual Meeting, AAD Staff will promptly notify you.

2027 AAD Global Education Day Policies & Guidelines

SCHEDULE:

All *AAD Global Education Day* sessions will take place in the Moscone Center (San Francisco, CA) the day before the AAD Annual Meeting, on Thursday, March 18, 2027. Sessions will be available for either 2 hours or 4 hours in length. Set-up time will be 45 minutes prior to the start time of the session. Due to AAD educational sessions taking place prior to this time, NO EXCEPTIONS CAN BE MADE TO THIS POLICY.

***AVAILABLE TIMES:**

Thursday, March 18

10:00 am to 12:00 pm (2 hours)

8:00 am to 12:00 pm (4 hours)

1:00 pm to 3:00 pm (2 hours)

2:00 pm to 6:00 pm (4 hours)

4:00 pm to 6:00 pm (2 hours)

****NOTE: Times will be assigned to societies on a first-come, first-serve basis.***

PROMOTION OF *AAD GLOBAL EDUCATION DAY*:

To assist societies with promoting and building attendance for sessions, a link from the AAD Annual Meeting website to each society's webpage detailing the program information will be provided. In addition, societies are encouraged to consider other additional advertising and marketing opportunities through the AAD. These can be found at: https://www.aad.org/about/advertise-with-aad/other-opportunities/aad-mailing-lists. These promotional activities are in addition to the COMPLIMENTARY mailing lists available to you by the AAD as noted in the PARTICIPATION FEE AND INCLUSIONS section. Societies are also highly encouraged to promote and market their respective session(s) on their own.

SOCIETY PROMOTION:

International societies may promote their session(s) by any of the aforementioned means, as well as display and/or distribute flyers, meeting agenda & materials, and signage from their designated registration table located immediately outside of the meeting room where their session is being conducted. All signage and materials must be removed from the room at the conclusion of the session. NOTE: Flyers, promotional items, etc. MAY NOT be distributed from any other part of the meeting at any time.

2027 AAD Global Education Day Policies & Guidelines

REQUIRED DISCLAIMERS:

The following statement should appear in any promotional material:

"The content of this session and opinions expressed by presenters are those of the respective presenting society or presenters and do not represent an endorsement by, nor imply that the session content has been evaluated or approved by the American Academy of Dermatology."

Promotional materials of any kind may **not** use the Academy's logo, meeting graphics, or name/mention the American Academy of Dermatology (AAD) or the Annual Meeting. Wording such as *"presented in conjunction with," "preceding" or "prior to the Academy Meeting"* is prohibited. The only exception is that presenting Society may reference *"[Society Name] AAD Global Education Day Session, [Date, Time] in the Moscone Center, San Francisco, CA) at the AAD Annual Meeting."* These rules apply to materials developed for use before, during, and after the AAD Annual Meeting.

MEETING PROGRAM:

The creation of each society's session program and content is the responsibly of the respective society directly. The AAD will include information/link regarding society meetings in the Annual Meeting Advance Announcement. Detailed session information will be posted on the AAD Annual Meeting website and on the Annual Meeting App, including the society name, session title, location, session time, and a link to the Society's website or PDF of the program (if provided by September 26, 2026).

PRODUCT DEMONSTRATIONS/HANDS-ON SKILLS TRAINING:

Live patient demonstrations for the purpose of demonstrating techniques that involve equipment, devices, or prescription pharmaceuticals are prohibited. Over The Counter (OTC) cosmetics and non-prescription skin care products may be demonstrated. Hands-on skills training is not permitted.

OWNERSHIP OF COPYRIGHT FOR CONTENT OF GLOBAL EDUCATIONAL DAY EDUCATIONAL SESSION PRESENTATIONS:

Copyright of the content presented at the *AAD Global Education Day* shall be owned by the individual society's presenter(s) with all rights intact. The *AAD Global Education Day* session presenters are responsible for obtaining copyright permissions and licenses for previously copyrighted materials that will be used as part of the *AAD Global Education Day* program.

REGISTRATION AND HOUSING FOR THE AAD ANNUAL MEETING:

Attendees, speakers and guests of the society's session are NOT REQUIRED to be registered for the AAD Annual Meeting; however, the AAD highly encourages everyone to register and stay for the Annual Meeting. AAD Annual Meeting registration information can be found at www.aad.org/meetings. In order to receive discounted housing rates, individuals must be registered for the AAD Annual Meeting.

2027 AAD Global Education Day Policies & Guidelines

RESPONSIBILITIES:

The following are the responsibilities of the participating Society and the AAD in preparation and execution of the *AAD Global Education Day* at the AAD Annual Meeting.

ACTIVITY/ACTION	SOCIETY RESPONSIBILITY	AAD RESPONSIBILITY
Session Pre-Registration and Onsite Registration (if required) *The individual society reserves the right to determine eligibility for participation in its education program. Registration may be limited to specific professional groups at the discretion of each society.*	X	
Session program Contents and print materials	X	
Payment for program-related expenses not included in the participation fee (including but not limited to additional audio visual, Food and beverage, room set/turns) Funds are payable in USD Only.	X	
Onsite session staffing and coordination	X	
Coordination of meeting event order with detailed requirements	X	X
Venue & Room Assignment		X
Session signage (1 per meeting, outside room)		X
Submission of Meeting Event order & guarantee to venue	X	X
Society to provide AAD a link to website or PDF outlining program and registration information	X	
Society listing on AAD's Annual Meeting Website		X

TERMS AND CONDITIONS:

Presenting Societies agree to abide by all terms, policies, and guidelines as outlined in the *AAD Global Education Day* Terms & Guidelines and the AAD Annual Meeting.

For More Information, Contact:

Kelsey Ciukowski, AAD Meeting Planner, Meetings and Conventions, American Academy of Dermatology
Phone: 312-317-9830
Email: kciukowski@aad.org