

April 27, 2026

All Staff:

The CCTF space request link is now LIVE!

The deadline for priority submission is **Wednesday, May 6, 2026**. Space at the New York Hilton Midtown (HQ) is limited and submitters may be contacted to be flexible with their day and time requests.

**SCHEDULING:**

In planning your meetings, please note that the scientific program will start on Thursday, July 16, 2026, at 1:00pm and end on Sunday, July 13, 2026, at 10:45a.m. Friday is the busiest day for meetings, so to avoid conflicts please consider alternate days.

**IMPORTANT SCHEDULING TO CONSIDER:**

**Thursday, July 16 - 1:00pm - 5:45pm** - Meeting kicks off with (3) 4-hour sessions, ending the day with Keynote speaker, Lisa Bodell, Global Leader in Simplification and Innovation.

**Thursday, July 16 - 6:00pm - 7:30pm - Welcome Reception** with food, cocktails, and entertainment designed to mingle and explore the experience hub.

**Friday, July 17 - 4:00pm - 5:30pm - Derm Tank** where presenters pitch their dermatology-related ideas with commercial potential including new techniques, devices, products or instruments to a panel of esteemed judges.

**FOR CCTF MEETINGS AT INNOVATION ACADEMY 2026:**

Keep in mind the following:

- Prior to consideration of an in-person event at Innovation Academy, please determine that enough members of your CCTF are committed to attend the meeting in-person to ensure a *quorum*. If you will not have a quorum, you should hold a virtual meeting.
- Per the A/V policy, the AAD will no longer utilize A/V at CCTF meetings. This includes **projectors, screens, flipcharts, teleconference systems, and microphones**.
  - Any exceptions to the NO A/V POLICY should be made in writing to Sarah Tancredi with a justification and your Executive Team member's approval prior to submission. All exceptions requested will be considered by the Executive Team.
  - Staff Liaisons, please notify members to attend your meeting with a laptop or tablet and send presentation materials in advance. Please bring a few hard copies to the meeting for those members that may require one. Note: printers onsite in the staff workroom will be black and white only.
  - **Councils**: Councils are exempt from this policy, but must request A/V. Requests may be submitted on the form and will be ordered accordingly for Councils.
- Food and beverage options will be standardized for CCTF events and planned by members of the Meetings and Conventions team.

**NEW SUBMISSION:**

1. Go to <https://resources.aad.org/MeetingRequests/Request/>

2. Enter your User ID and Password.
3. Fill in all necessary information for your meeting.
4. Upon completion, click "Submit"

Once your form has been submitted, you will receive a confirmation email. Initial space assignments will be emailed to staff liaisons by May 20, 2026.

#### **VIEW / EDIT SUBMISSION:**

1. Go to <https://resources.aad.org/MeetingRequests/Request/>
2. Enter your User ID and Password.
3. At the bottom of the page, you can view all your submissions. Click 'View' to edit your meeting.
4. Once you have made your changes, click "Submit" at the bottom of the page.
5. To print out your submission, click the "Print" button at the top of the page.

#### **DEADLINES:**

Please submit your form by **Wednesday, May 6, 2026**. Space will be assigned on a first-come, first-served basis. CCTF requests will be accepted until June 24, 2026, to guarantee assignments and event planning. The final guaranteed count will be due on **Wednesday, July 1, 2026** (date is subject to change).

Please direct questions to Nancy Naranjo [nnaranjo@aad.org](mailto:nnaranjo@aad.org)