AMP Special Programs Day – Applicant Guide

Overview

AMP invites organizations, companies, and collaborative groups to submit proposals to host educational programming during Special Programs Day, held the Tuesday prior to the AMP Annual Meeting.

These sessions provide a platform to share innovative work and deliver targeted educational content to the molecular diagnostics community. Special Programs are distinct from the core scientific program curated by the AMP Program Committee.

Purpose of Special Programs Day

- Provide opportunities for external organizations to engage with AMP attendees
- Highlight innovative, collaborative, or emerging topics
- Offer targeted, in-depth educational sessions
- Complement (but not duplicate) the core AMP Annual Meeting program

Types of Programs Accepted

- Companion Meetings (Non-Profit Organizations)
- Educational Programming by Companies
- Collaborative Forums or Workshops

CME

- AMP does not organize CME for Special Programs.
- The host organization is responsible for arranging CME.
- CME is optional; refer to the fee schedule for details.

Program Format & Scheduling

All sessions take place on Tuesday prior to the Annual Meeting. Final scheduling depends on space availability and program balance. Programs are scheduled in 3-hour or 1.5-hour time blocks:

3 Hour Timeslot	**1.5 Hour Timeslots**
Morning: 9:00 AM – 12:00 PM Afternoon: 1:00 PM – 4:00 PM Evening: 5:00 PM – 8:00 PM	Morning: 10:30 AM – 12:00 PM Afternoon: 1:00 PM – 2:30 PM or 2:30 PM – 4:00 PM Evening: 5:00 PM – 6:30 PM or 6:30 PM – 8:00 PM

What AMP Provides

- Meeting room space
- Basic audiovisual support
- Listing on the AMP Annual Meeting website
- Listing on the AMP Annual Meeting Registration (if requested)
- General promotional exposure

Responsibilities of the Host Organization

- Program development and content
- Speaker recruitment, coordination, and securing all necessary permissions
- Speaker honoraria and travel expenses
- Additional AV needs beyond standard setup
- Food and beverage (if desired)
- CME accreditation (if applicable)

Fees

3 Hour Programs

CME – Non-Profit Companion Meetings: $2,500 – $5,000*
CME – Educational Programming (Companies): $15,000
Non-CME – Non-Profit Companion Meetings: $5,000 – $7,500*
Non-CME – Educational Programming (Companies): $17,500

1.5 Hour Programs

CME – Non-Profit Companion Meetings: $1,750 – $3,500*
CME – Educational Programming (Companies): $10,000
Non-CME – Non-Profit Companion Meetings: $3,500 – $5,250*
Non-CME – Educational Programming (Companies): $12,000

**A sliding scale will apply for nonprofit organizations*.
The CME fees are lower than the non-CME out of recognition that the organization will need to pay the accreditation.

Application Process

Applications must be submitted through the online form and will be reviewed by the AMP Program Committee based on relevance, educational value, speaker quality, and audience engagement.

Cancellation Policy

Once a Special Program application has been approved by AMP and the host organization has accepted the confirmed program assignment, all participation fees are non-refundable. Cancellation by the host organization does not relieve the host of its financial obligation, as AMP will have already committed meeting space, staffing, marketing, and other event resources in support of the program.

If the host organization is unable to present the program due to unforeseen circumstances, AMP should be notified in writing as soon as possible. AMP reserves the right to determine whether any accommodations or exceptions are appropriate at its sole discretion.

Key Dates

Call for Proposals Opens: November 2026
Submission Deadline: Rolling Basis through February 15

Tips for a Strong Proposal

- Clearly define learning objectives
- Focus on timely and relevant topics
- Include diverse speakers
- Avoid overly promotional content
- Design interactive sessions
- Identify your target audience

Contact Information

For questions, please contact: meetings@amp.org.