

**Association for Hospital Medical Education
ALPD Minutes ~ Video Conference Meeting
Monday, June 13, 2022 ~ 11:00 a.m. Eastern**

Present: Neville Alberto, MD; Renee Connolly, PhD; Rebecca Daniel, MD, FACP; Caroline Diez, C-TAGME; Catherine Eckart, MBA; Susan Greenwood-Clark, MBA, RN, FACHE; Jill Herrin, MBA, C-TAGME; Krista Lombardo-Klefos, MBA; Ashley Maranich, MD, FAAP, FIDSA; Kimball Mohn, MD; Brooke Moore, MBA; Alyson Riddick, MHA,CTAGME; Susan Tovar; Michelle Valdez, MA; Venice VanHuse, MPA; Wilhelmine Wiese-Rometsch, MD, FACP; Tara Zahtila, DO

Absent: Tia O. Drake; Daniel Steigelman, MD, Lt Col, USAF, MC

Staff: Sandi Parsons

TOPIC	DISCUSSION	ACTION/PERSON RESPONSIBLE	DATE
1. Call to order	Dr. Wiese-Rometsch called the meeting to order at 11:01 a.m. Eastern. <i>Non-Agenda Item: The minutes of the April 11, 2022 meeting were approved as written.</i>		
2. 2022 Institute Statistic Data	Dr. Wiese-Rometsch reviewed the statistics from the 2022 AHME Institute reports that were provided with the materials for the call: 1) Presentation Views – a list of each session with the number of people who attended the virtual broadcasts 2) Poster Data – a spreadsheet sorted by the number of views each received; it also showed the viewers’ choice voting system results A question was raised about when the session evaluations would be available. Ms. Parsons committed to providing the full set to the group by the end of the month.	Provide ALPD with the individual session evaluations.	By 6/30/22
3. 2023 Program Template Review	Ms. Parsons reviewed the 2023 Institute schedule of educational sessions, which included highlighting the additional events and activities that occur during an in-person conference. The number of session slots for each Council were counted as: COIL (16), COPAC (16), CPFD (7), and CTYPD (9).		
4. 2023 Program Planning	Review of Process Timeline: Dr. Wiese-Rometsch reviewed the timeline of dates for items to happen in advance of the July 26, 2022 planning meeting. She reminded the group that the deadline for abstract submissions is July 6, 2022 so that the ALPD review process can begin on July 7 th and be completed on July 18 th . Her final reminder was regarding the actual planning meeting on July 26, 2022 from 9:00 a.m. to 12:00 p.m. Eastern in which all sessions will be put in place to finalize the program and coordinators will be assigned.		

**Association for Hospital Medical Education
ALPD Minutes ~ Video Conference Meeting
Monday, June 13, 2022 ~ 11:00 a.m. Eastern**

TOPIC	DISCUSSION	ACTION/PERSON RESPONSIBLE	DATE
	<p>Council Responsibilities: Ms. Greenwood-Clark reminded the group of the process implemented last year in which the Council Chairs prepared their session tracks by collaborating with their Council leadership to review and rank the abstract submissions. She added that each Council Chair is to send one sheet to Dr. Wiese-Rometsch’s attention by July 18th with their completed track. Dr. Wiese-Rometsch noted that the list of topics suggested on webinar evaluations is a good resource for filling in additional topics where there are gaps in the topic submissions.</p>		
<p>5. Other Business</p>	<p>Academy and Webinar Update:</p> <ul style="list-style-type: none"> • Academy: Ms. Eckart reported that the schedule for the 9/9/22 Academy is finalized with the exception of a topic from Tim Brigham of the ACGME so she is unsure about whether to begin the promotion yet. She read the list of topics and informed the group that the focus for the day will be on the participants’ well-being. • Webinars: Agenda item not discussed. <p>2024 Institute – Date and Location Discussion: Ms. Parsons explained the history with the Marriott Harbor Beach since the 2020 Institute cancellation, including that they had been holding space for us for 2024 from a proposal received in 2020 and that they could no longer do so; however, we were told that we could submit a new Request for Proposal (RFP) for a different week in 2024. Ms. Parsons noted that she was seeking direction today from the group on whether to do so. Dr. Wiese-Rometsch added that the Harbor Beach was very flexible with us when we cancelled and didn’t charge us anything.</p> <p>The question was raised about whether hotel contracts still contain clauses about cancellations. Dr. Mohn stated that they do have those, but most likely no longer include infectious disease stipulations. The point was raised that it might not be in our best interest to negotiate contracts too far out, but it is also understood that we cannot wait too long to secure a 2024 property.</p> <p>Following discussion, Ms. Parsons was directed to submit an RFP to the Marriott Harbor Beach, to explore Savannah, and to check the evaluation from the 2019 Institute to determine other popular east coast locations for the 2024</p>	<p>Ms. Eckart to follow up once more with Dr. Brigham on topic and have final schedule to Ms. Parsons.</p> <p>Ms. Parsons to initiate the process for securing a 2024 Institute property by sending an RFP to the Marriott Harbor Beach, the Savannah CVB, and other popular east coast locations as indicated on the 2019 Institute evaluation.</p>	<p>By 6/16/22</p> <p>By 7/31/22</p>

**Association for Hospital Medical Education
ALPD Minutes ~ Video Conference Meeting
Monday, June 13, 2022 ~ 11:00 a.m. Eastern**

TOPIC	DISCUSSION	ACTION/PERSON RESPONSIBLE	DATE
	Institute. She was also requested to avoid Nashville as that is the location for the ACGME meeting in that year.		
6. Next Meeting	The next meeting will be on Tuesday, 07/26/21 from 9:00 a.m. to 12:00 p.m. ET in order to prepare the program for the 2023 Institute.		
7. Adjournment	There being no further business to discuss, the meeting was adjourned at 12:06 9.m. Eastern.		

Respectfully submitted,
Wilhelmine Wiese-Rometsch, MD, FACP – ALPD Chair