AODME
Association of Osteopathic Directors & Medical Educators

AHME
Association for Hospital Medical Education

The Association of Osteopathic Directors & Medical Educators and the Association for Hospital Medical Education present the

2010 Joint Conference

PRELIMINARY PROGRAM

April 21-24

JW Marriott San Antonio Hill Country
23808 Resort Parkway
San Antonio, Texas 78261 USA
Phone: 1-210-403-3434
www.jwsanantonio.com

AHME PROGRAM CHAIR:
Andrew T. Filak, MD

AODME PROGRAM CHAIR:
Harald Lausen, DO, FACOFP

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PRE-CONFERENCE MEETINGS

April 19 MONDAY

7AM - 5PM
COPTI (AOA)

April 20 TUESDAY

9AM - 4PM
OPTI (AOA)

5PM - 8PM
AODME Board Meeting

6PM - 8PM
AHME Board Meeting

April 21 WEDNESDAY

7AM - 8AM AODME BREAKFAST

7:30AM - 8:30AM AHME C&C DIVISION MEETING

AODME BREAKOUT SESSION: B1
8AM - 9AM
Bruce Dubin, DO, FAODME
Handling Issues of Disclosures

8:30AM - 9:30AM AHME MEMBER SERVICES DIVISION MEETING

AODME BREAKOUT SESSION: B2
9AM - 10AM
Richard LaBaere, DO; John Kauffman, DO;
Understanding GME Caps and Addressing the VA Option

9:30AM - 10:30AM AHME FINANCE DIVISION MEETING

10AM - 10:30AM MORNING BREAK

AODME BREAKOUT SESSION: B3
10:30AM - 11:30AM
Kirsten Waarala, DO
Remember the ALAMO: Competencies for DMEs
- To identify and discuss competencies central to the role of the DME, including: selection and onboarding, legal and regulatory issues, performance assessment, monitoring and compliance, and documentation.

10:30AM - 11:30AM AHME ALPD MEETING

11:30AM - 1:00PM AHME NEWCOMER'S LUNCH (E1)
AODME NEW DME & FIRST-TIME ATTENDEE LUNCHEON (E2)

JOINT SESSION: P1
1:00PM - 2:15PM
Atul Grover, MD, PhD
The Promise of Healthcare Reform as Related to GME
- Identify the roles the AAMC and teaching hospitals will have in setting the agenda for future healthcare reform.

JOINT SESSION: P2
2:15PM - 3:30PM
Kenneth Veit, DO, MBA and John Prescott, MD
The Separate Osteopathic Medical Education Pathway: Isn't It Time We Got Our Acts Together?

3:30PM - 4PM EXHIBITOR BREAK

JOINT SESSION: P3
4:00PM - 5:15PM
Speaker TBD
Work/Life Balance

5:30PM - 7PM MEET THE EXHIBITORS! JOINT WELCOME RECEPTION & POSTER SESSION KICKOFF (E3)

April 22 THURSDAY

7AM - 8AM JOINT BREAKFAST WITH EXHIBITORS
CADME BREAKFAST & MEETING (AHME)
COMEC BREAKFAST & MEETING (AHME)

AHME BREAKOUT SESSION: B4
8AM - 9AM
Rebecca McAlister, MD
Program Orientation: Getting Ahead of the Game
- Discuss the role, responsibilities and time commitment needed to run a quality educational training program.
- Articulate the need for a good educational coordinator to assist with accreditation issues.
- Review sample job descriptions outlined by a national committee.
- Understand the nuances in program requirements related to

general competencies/milestones, responding to PIF questions, writing an educational curriculum, and identifying useful educational resources to specific competencies.

JOINT SESSION: B5
8AM - 9AM
John B. Bulger, DO, FCOI, FACP

Dual vs. Parallel Accreditation Programs

- Understand the diffences between dually accredited residency programs and parallel programs.
- Articulate the funding requirements for each type of program.
- Communicate the benefits and drawbacks of having these programs within your institution.

JOINT SESSION: B6
8AM - 10AM
Donna Ray, MD

Faculty Development - Resident Supervision

AHME BREAKOUT SESSION: B7
9AM - 10AM
Lawrence (Dusty) Sanders, Jr., MD, MBA

5-Year Strategic Plan for Graduate Medical Education

- Understand that strategic planning is not a top down function.
- Discuss how the strategic plan should encompass what you do as an organization.
- Explain to Executive-level officials what Graduate Medical Education does (fill the gap between members of an organization and program level members).

AHME BREAKOUT SESSION: B8
9AM - 10AM
Pamela J. Royston, MSA, CMA; Olivia T. Ojano-Sheehan, PhD; Brian W. Little, MD, PhD

Faculty Development - Residency Directors' Administrative Certificate Program

- Discuss the importance of program director development.
- Describe curricular design of the program.
- Identify and evaluate methods of program delivery.

Selection, Care and Feeding of Professional Non-Physician Medical Educators

- Identify functions that a nonphysician medical educator can perform in GME.
- Describe specific requirements for the different jobs this individual could hold.
- Identify training options for the nonphysician medical educator.
- Describe ways to advocate for resources for this position.

10AM - 10:30AM EXHIBITOR BREAK

JOINT SESSION: B10
10:30AM - 11:30AM
Karen Fisher, JD

GME Financing Update

- Understand the basic methodologies of the Medicare GME payment system for teaching hospitals.
- Distinguish between DGME and IME Medicare payments and how these are determined for your institution.
- Discuss the current issues and regulations affecting residency program size and the number of residency positions, i.e., the Medicare "cap".
- Understand Medicare program regulations as they apply to voluntary faculty and residents training in ambulatory patient teaching settings.
- Discuss recent Medicare policies about counting resident "didactic" time.
- Answer questions about Medicare payments posted by your financial officers and other senior administrators at home.

AHME BREAKOUT SESSION: B11
10:30AM - 11:30AM
Trevor Burt, MS; Judy Paukert, PhD; Jan Austin, MA; Troy Taubenheim

Consortia or Multi-Hospital Partnerships: Processing Rotating Learners & Results of the COMEC Survey: What Does a GME Consortia Look Like Today?

- Identify strategies for working with institutional leaders to identify gaps in the processing of learners and with affiliated programs to ensure that proper documentation has been submitted prior to rotation and that all accreditation and policies are followed appropriately.
- Describe the application process and methods by which institutions can control the entrance of learners into an institution.
- Describe ongoing mechanisms for developing an open line of communication between the affiliated institutions, hospital personnel, and rotating learners to ensure a seamless entry into the institution for a leaning opportunity.
- Articulate how GME consortia are structured and how they con contribute to residency training programs.

AODME BREAKOUT SESSION: B12
11:30AM - 12:30PM
Diane Burkhart, PhD

OGME Program Consortia

11:30AM - 1PM AHME CAO/DIO LUNCHEON (E4)
Thomas Nasca, MD, MACP

12:30PM - 2PM AODME ANNUAL BUSINESS MEETING (E5)

2PM AODME: Afternoon FREE!

AHME PLENARY SESSION: P4
1PM - 2PM
Thomas Nasca, MD, MACP

ACGME Update

- Describe the vision and strategies of the ACGME to improve health care by assessing and advancing the quality of resident physicians' education through accreditation.

2PM - 2:30PM EXHIBITOR BREAK

AHME PLENARY SESSION: P5
2:30PM - 5PM
Timothy Brigham, MDiv, PhD

Understanding & Developing Your Leadership Style

- Gain insight into your personal leadership style and how it affects your leadership performance.
- Recognize and appreciate differences in others, thus reducing conflicts, enabling change and enhancing team interaction.
- Acquire a framework for enhanced communication both within your own team and in your organization.
- Recognize and enhance creativity within your team through understanding and appreciating individual differences and diversity.

April 23
FRIDAY

7AM - 8AM — JOINT BREAKFAST WITH EXHIBITORS
CTYPD 2-DAY PROGRAM BEGINS (see page 6)
CCME 1-DAY PROGRAM BEGINS (see page 7)

AHME BREAKOUT SESSION: B13
8AM - 9AM
Weston Hickey, MD; Alan Trumbly, MD; Captain Roger Shih (USAF)
Focused on Residents - A Resident Forum
- Understand where residents stand on issues that affect their educational programs.
- Open two-way communications with individual residents and/or groups of residents.

AODME BREAKOUT SESSION: B15
8AM - 9AM
Polly Leonard, DO
Understanding and Implementing Core Competencies

AHME BREAKOUT SESSION: B17
9AM - 10AM
Mona Signer, MPH
NRMP Update
- Explain trends in Main Residency Match.
- Understand the proposed Managed Scramble for 2012.
- Discuss important NRMP policy-related issues.
- Access NRMP data/reports that are available.

AODME BREAKOUT SESSION: B19
9AM - 10AM
Marshall Walker, DO; Samuel Todd Stephens, MD; Richard Leu, MD; and Kevin Raymer, MD
International Medicine Fellowships
- Appreciate the different challenges and training needs family physicians confront when they serve in a developing world, including: practicing medicine in resource-poor settings with limited lab and personnel, confronting different diseases among cultures whose values and beliefs may contrast sharply with our own, and within the context of limited or no specialty referral requiring family physicians to acquire whole new procedural skills.
- Appreciate the process of developing an International Family Medicine Fellowship including curriculum development, core procedural skills identification, overseas partnering site selection, as well as application process and selection.
- Appreciate the development of an IFMF budget and the creative challenge of funding such a fellowship.
- Through the pictorial dialogue, be able to envision what the practice of medicine is like and thus what the training encompasses at one of our overseas training sites.

10AM - 10:30AM — EXHIBITOR BREAK

AHME BREAKOUT SESSION: B21
10:30AM - 11:30AM
Robert J. Nolan, Jr., MD
Mock Resident Grievance Hearing

AODME BREAKOUT SESSION: B23
10:30AM - 11:30AM
Michael Adelman, DO
Effective Leadership

11:30AM - 1PM — AHME ANNUAL BUSINESS MEETING & LUNCHEON (E7)
AODME: LUNCH ON OWN

AHME BREAKOUT SESSION: B25
1PM - 2PM
Rebecca Miller, MS
The Use of the ACGME Resident Survey in the Accreditation Process
- Understand the purpose and evolution of the Resident Survey
- Learn about the use of Resident Survey tool
- Understand how the Resident Survey results are used (beyond duty hours)
- Learn about future plans for Resident Survey improvement and implementation

AODME BREAKOUT SESSION: B27
1PM - 2PM
JoAnn Mitchell, DO and Joseph Naughton, DO
Creating a Performance Improvement Plan for Your Resident
- Identify the resident with performance deficits and think "supportive" versus "punitive".
- Several areas of the performance improvement plan will be addressed and the PIP process will be evaluated.

AHME BREAKOUT SESSION: B29
2PM - 3PM
Catherine Eckart, MBA
Customer Service in GME

AODME BREAKOUT SESSION: B31
2PM - 3PM
Gary Knepp, DO
Health Information Technology/Health Informatics Curriculum
- Define key Health Information skills all medical students and residents should be proficient in.
- Propose a core curriculum in Health Informatics.
- Review the steps needed to implement the Health Informatics Curriculum.
- Evaluate the effectiveness of Health Informatics training.

3PM - 3:30PM — EXHIBITOR BREAK

AHME BREAKOUT SESSION: B33
3:30PM - 4:30PM
Vaughn Wright, EdD
Best Practices in GME

AODME BREAKOUT SESSION: B35
3:30PM - 5PM
Isaac Kirstein, DO, FACOI, CS; Jeff Suzewits, DO; & Philip Slocum, DO

Panel - Match Update: Pre and Postdoctoral Perspectives

AHME BREAKOUT SESSION: B37
4:30PM - 5:30PM
Vaughn Wright, EdD

Using the GMEC Process and Other Methods to Document Measurable Outcomes

- Describe a method that could be used in how the Sponsoring Institution facilitates that each program provides effective educational experiences for residents that lead to measurable achievement of educational outcomes in the ACGME competencies.
- Describe a method that could be used in how the Sponsoring Institution monitors that each program provides effective educational experiences for residents that lead to measurable achievement of educational outcomes in the ACGME competencies.

6PM - 8:30PM AODME COLLEGIUM OF FELLOWS INDUCTION CEREMONY & PRESIDENTIAL RECEPTION (E8)

April 24 SATURDAY

7AM - 8AM JOINT BREAKFAST AODME BOARD MEETING (E9)

7AM - 8:30AM AHME "ASK THE EXPERTS" BREAKFAST (E10)

AHME BREAKOUT SESSION: B39
8AM - 9AM
Patricia Surdyk, PhD

IRC Update and Town Hall

- Describe any recent changes in the Institutional Requirements and Institutional Review Document.
- Identify areas of noncompliance frequently cited by the Institutional Review Committee.
- Discuss the Institutional Review Committee's perspective on questions posed by AHME members.

AODME BREAKOUT SESSION: B40
8AM - 9AM
Pamela Royston

Nuts & Bolts: Circle of Medical Education

- Describe the "life-cycle" of medical education.
- Explain what the essentials are for new residents.
- Create recruitment/interviewing timeline.
- Recall when TIVRA and Opportunities are due.
- Locate Program Standards and the Basic Document.
- Formulate master schedules and affiliation agreements.

AHME BREAKOUT SESSION: B42
8AM - 9:30AM
Franklin Medio, PhD

Case Studies in Resident Remediation

- Identify types of problem residents that may be encountered.
- Identify early warning signs as indicators of a resident with problems.
- Identify strategies that have proven successful in remediating common problem residents.
- Understand how to deal with the legal system if a resident is dismissed and sues.
- Communicate with other programs, licensing boards, and hospital credentialing officials after a problem resident leaves.

JOINT SESSION: P6
9AM - 10AM
Monica Lypson, MD

Patient Handoffs

9:30AM - 11:30AM: B45
Patricia Surdyk, PhD

Individual Q&A Sessions with the IRC

15-minute time slots will be assigned on a first-come, first-served basis.

10AM - 10:15AM BREAK

JOINT SESSION: P7
10:15AM - 11:15AM
Jennifer Cobb

Patient Care Experience: Involving Residents

- Understand the resident's role in the patient's healthcare experience, including: (1) the importance of personalizing patient care, and (2) the significance of building a relationship with the patient/family.

11:30AM - 12:30PM AHME BOARD MEETING WRAP-UP

CONFERENCE SCHEDULE IS SUBJECT TO CHANGE

AHME/CTYPD PROGRAM

April 23 FRIDAY

7AM - 8AM CTYPD BREAKFAST & BUSINESS MTG

8AM - 9AM B14
Nancy Davis, PhD

Integrating Performance Measurement and Improvement into GME and CME

- Define performance measures and use in needs assessment and outcomes measurement.
- Identify appropriate data sources and collection for assessment and improvement.
- Develop interventions for improvement, including education along with systems-based process changes.

9AM - 10AM B16
Linda Thorsen, MA and Danny Takanishi, Jr., MD, FACS

Update from the TYRC

- Review and interpret the current TY requirements.
- Examine the most common citations and discuss means to resolve.
- Review the current challenges of TYPDs in meeting the requirements and formulate solutions.

10:30AM - 11:30AM B20
Steven Craig, MD

Topic-Based TY Discussion

- Identify 4-5 specific challenges faced by TYPDs.
- Discuss these challenges and share information about how other TY programs have addressed these challenges.
- Describe how recommended solutions can be implemented by the TY Program.

11:30AM - 1PM AHME ANNUAL BUSINESS MEETING & LUNCHEON (E7)

1PM - 2PM B24
John Caughron, MD

Program Site Visits: Observations & Recommendations from an Experienced Site Visitor

- Understand the conduct of the site visit from the field surveyor's perspective.
- Implement strategies to prepare for a successful site visit.
- Understand the pitfalls of a site visit and ways to avoid them.

2PM - 3PM B28
David Kuo, MD; Mary Catherine Nace, MD; Danny Takanishi, Jr., MD, FACS; and Linda Thorsen, MA

A Mock TYRC Program Review Session

- Understand the process of program review by the TYRC.
- Gain insight into TYRC decision-making.

3PM - 3:30PM EXHIBITOR BREAK

3:30PM - 4PM B32
Katherine Tynus, MD

TY Best Practices: QI Training for TY Residents

- Discuss an innovative program addressing QI training for TY Residents.
- Decide how similar programs could be implemented in other TY residency programs.

4PM - 5PM B36
Lawrence Schrock, MD and Malcolm Deam, MD

The Future of TY Residency Training: Challenges, Opportunities and Strategies

- Review trends in the demand for and supply of Transitional Year residency programs.
- Discuss the viability of Transitional Year residency programs and the implications to physician workforce.
- Discuss how some Transitional Year residency programs are dealing with institutional challenges.

April 24 SATURDAY

8AM - 9:30AM B41
Mary Catherine Nace, MD

TY Program Director Bootcamp for New Program Directors

- Delineate the duties of a TYPD.
- Discuss ways a PD can manage and lead a TY Program.
- Prepare better for a site visit.

8AM - 9:30AM B42
Franklin Medio, PhD

Case Studies in Resident Remediation

- Identify types of problem residents that may be encountered.
- Identify early warning signs as indicators of a resident with problems.
- Identify strategies that have proven successful in remediating common problem residents.
- Understand how to deal with the legal system if a resident is dismissed and sues.
- Communicate with other programs, licensing boards, and hospital credentialing officials after a problem resident leaves.

8AM - 9:30AM B43
Debra Dooley

TY Coordinator Professional Development Workshop

- Identify key transitional year coordinator responsibilities at specific times of the year.
- Assist the program director in developing strategies to accomplish specific tasks.
- Develop a plan that meets the unique needs of individual programs and institutions.

9:30AM - 11:30AM B44
Linda Thorsen, MA and Danny Takanishi, Jr., MD, FACS

Q&A Sessions with TYRC Leadership

15-minute time slots will be assigned on a first-come, first-served basis.

FRIDAY 4.23 AHME/CCME PROGRAM

7AM - 8AM CCME BREAKFAST & BUSINESS MEETING

8AM - 9AM B14
Nancy Davis, PhD
Integrating Performance Measurement and Improvement into GME and CME
- Define performance measures and use in needs assessment and outcomes measurement.
- Identify appropriate data sources and collection for assessment and improvement.
- Develop interventions for improvement, including education along with systems-based process changes.

9AM- 10AM B18
Murray Kopelow, MD, MS(Comm), FRCPC
ACCME Update: Report on the First Year of Accreditation Decisions Using the New Criteria
- Discuss the results of year one of accreditation decisions and the problem areas encountered and other recent updates.
- Interpret the criteria correctly and apply best practices for institutional compliance.

10:30AM - 11:30AM B22
David Pieper, PhD and Robert D'Antuono, MHA
Documenting Performance in Practice for CME Accreditation Site Surveys
- Provide examples for how to document performance in practice for CME accreditation surveys.
- Provide feedback to providers on ideas on how to document performance in practice.

11:30AM - 1PM AHME ANNUAL BUSINESS MEEING & LUNCHEON (E7)

1PM - 2PM B26
Nancy Davis, PhD
Performance Improvement CME: Where It Is and Where It Needs to Be
- Define PI CME history, intent, structure, development and relationship to ACCME accreditation criteria.
- Demonstrate best practices as modeled in teaching institutions.
- Promote wider dissemination of PI CME activities.

2PM - 3PM B30
David Pieper, PhD; Robert D'Antuono, MHA; and Charles Daschbach, MD, MPH
Planning and Monitoring Regularly Scheduled CME Series
- Improve planning for Regularly Scheduled CME Series.
- Improve monitoring of Regularly Scheduled CME Series.

3PM - 3:30PM EXHIBITOR BREAK

3:30PM - 4:30PM B34
Alejandro Aparicio, MD, FACP and Sue Ann Capizzi, MBA
Current AMA Initiatives that Impact CME/CPPD
- Describe current AMA activities that impact the field of CME.
- Explain how AMA is working to insure that quality, accessible, cost effective CME is available to physicians.
- Evaluate opportunities for using AMA CPPD resources and partnering with AMA to enhance recognition of physician participation in CME.

4:30PM - 5:30PM B38
Robert L. Addleton, EdD, LPC, CCMEP & David Pieper, PhD
How to Apply for an AHME Collaborative Continuing Medical Education Grant
- Discuss the nature of Performance Improvement CME.
- Understand how to apply for AHME Collaborative CME Grants.
- State the responsibilities involved in executing an AHME Collaborative CME Grant.

Do you know San Antonio?

It's no tiny town! San Antonio's population might get swallowed by east and west coast metropolitan areas, but in Texas, it's nothing to sneeze at. With more than 1.1 million people, San Antonio is considered the state's third largest city.

How did San Antonio get its name? Of all the little known facts about San Antonio, this is one that few "outsiders" know. The story goes that a Franciscan friar visited this area in the year 1691 on the feast day dedicated to St. Anthony. The city was subsequently named in the saint's honor.

It's academic! The city of San Antonio and its general surroundings are home to five major colleges and universities. The region boasts more than 12 institutions of higher learning. The universities here include Trinity, St. Mary's, the University of Texas at San Antonio and Our Lady of the Lake.

Fiesta San Antonio is no modern creation. This annual 10 day event that takes over almost all of San Antonio has been a tradition since 1891. Fiesta San Antonio honors the heroes of Texas.

All photos courtesy of San Antonio Convention and Visitors Bureau

General Conference Information

WHO SHOULD ATTEND

The 2010 AHME/AODME Educational Institute is designed for allopathic and osteopathic Directors and Administrators of Medical Education; Program Directors; Chiefs of Departments; Medical Directors; Directors and Administrators of Undergraduate, Graduate and Continuing Medical Education; Chief Academic Officers; Designated Institutional Officials; Coordinators of Medical Education; and all others who by virtue of their position and orientation are involved in medical education.

EXHIBITOR ATTENDEES

Exhibitors receive two institute registrations with their exhibit fee and are encouraged to attend educational sessions to better understand the needs of the medical educational professional. Be aware that no direct selling or distribution of marketing materials may occur during educational sessions.

ACCME ACCREDITATION

The Association for Hospital Medical Education (AHME) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. AHME designates this educational activity for a maximum of 25.25 *AMA-PRA Category 1 Credits™* towards the AMA Physician's Recognition Award. Each physician should claim only those hours that he/she actually spent in the activity.

AOA ACCREDITATION

The Association of Osteopathic Directors and Medical Educators (AODME) is accredited by the AOA Council on Continuing Medical Education (AOA CCME) to provide continuing medical education for physicians. This program anticipates being approved for 23.5 hours of AOA Category 1-A CME credit pending approval by the AOA CCME.

DISCLOSURE

It is the policy of AHME to comply with the ACCME's Standards for Commercial Support of CME and AODME to comply with the AOA CCME's Guidelines for Commercial Support of CME Programs. All faculty, moderators, and planners participating in sponsored activities by AHME and AODME are required to disclose to the activity audience the following information to fulfill ACCME's and AOA CME's disclosure requirements:

1. Name of faculty member, moderator, or planner
2. Name of the commercial supporter or entity with which the faculty member, moderator, or planner has the relationship or affiliation; and
3. Type(s) of relationships

ACCME and AODME requirements for disclosure are applicable to faculty, moderator, or planner relationships that are in place at the time of the activity or were in place in the 12 months preceding the activity. In addition, if a speaker's presentation contains discussion of a product that is not labeled for the use under discussion, the speaker must disclose this as well.

AHME and AODME require all speakers, moderators, and planners to complete and return a disclosure form covering all of the above. AHME and AODME include this information in materials distributed prior to the beginning of the program/meeting if received in time, or in the program materials that are distributed at registration (prior to the program itself).

If disclosure is refused, the speaker is not approved to present and/or the moderator or planner are not eligible to participate in the educational activity.

TAX CONSIDERATIONS

AHME and AODME are non-profit 501(c)(6) organization. IRS Code Section 162 permits an income tax deduction for educational expenses undertaken to: (1) maintain or improve skills required in one's employment or other trade or business, or (2) meet express requirements of an employer or a law imposed as a condition to retention of employment.

SPECIAL NOTE FOR THE DISABLED

The Association for Hospital Medical Education and the Association of Osteopathic Directors and Medical Educators wish to ensure that no individual with a disability is excluded, denied services, segregated or otherwise treated differently from other individuals because of the absence of auxiliary aids and services. If you have special needs, please contact AHME's headquarters at (724) 864-7321 or fax (724) 864-6153.

HOTEL RESERVATIONS

Attendees of the 2010 AHME/AODME Educational Institute staying at the **JW Marriott San Antonio Hill Country Resort and Spa** will enjoy a discounted group rate of **$189 single-double occupancy** plus applicable tax. Advance reservations must be made by the reservation cut off date **March 29, 2010** to qualify for the group rate. Reservations can be made by calling **800-266-9432 or online at www.AHME.org or www.AODME.org**. If reserving online, check to see that the group listed is AHME/AODME and the group rate is correct. Be sure to say you are with the A-H-M-E or A-O-D-M-E group when requesting the group rate. Check-in is at 3:00PM and check-out is by 11AM. Call the hotel for early or late check-in/check-out.

BACK FOR 2010! VIEWER'S CHOICE AWARD FOR TOP THREE POSTERS

This year's poster session will allow attendees to cast their vote for their top three posters, beginning at the Welcome Reception on Wednesday evening and closing Thursday afternoon at 2:30PM. Awards will be announced during Friday's morning break at 10:00AM and will include first, second and third place awards from the Poster Session Committee as well as first, second, and third place Viewer's Choice Awards. The posters will stay on display after voting to extend the learning.

The poster exhibit is held each year and features new concepts and practical approaches to medical education. It is designed to provide medical educators with ideas they can use to advance their programs. The AHME/AODME Poster Committee selects the posters that are presented at the exhibit.

If you would like information on submitting a poster abstract for consideration, please contact AHME Headquarters at sandi@ahme.org or AODME Headquarters at aodme@osteopathic.org.

EXHIBIT HALL – MEET THE EXHIBITORS!

All continental breakfasts, the Welcome Reception, as well as morning and afternoon breaks will be hosted in the exhibit hall, offering attendees over six hours of non-competing exhibitor time to connect with vendors whose products and services are offered to assist you in your medical education work and whose support makes the Educational Institute possible. See www.AHME.org or www.AODME.org for information.

Registration Information

AHME/AODME JOINT CONFERENCE REGISTRATION FEES

The conference registration fee for the 2010 AHME/AODME Institute includes the action-learning binder with materials; a CD-ROM with handouts; online access to handouts after the conference; entrance to educational sessions; continental breakfasts on Wednesday (AODME only), Thursday, Friday and Saturday mornings; refreshment breaks on Wednesday, Thursday, and Friday mornings and available afternoons; and the Joint Welcome Reception on Wednesday evening.

AHME registration also includes the Annual Business Meeting & Luncheon on Friday; Newcomer's Luncheon on Wednesday, for all bona fide first-time attendees, the "Ask the Experts" Breakfast on Saturday, as well as CME credit. Newcomer's Luncheon registrants will be notified if they are eligible to attend.

AODME registration also includes the New DME/Newcomer's Luncheon on Wednesday, for all bona fide first time attendees; the Annual Business Meeting Luncheon on Thursday; the Presidential Inaugural Reception & Collegium Ceremony on Friday; and CME credit.

GUEST REGISTRATION FEES

The guest registration fee for the 2010 AHME/AODME Educational Institute includes continental breakfasts on Wednesday (AODME only), Thursday, Friday and Saturday mornings; refreshment breaks on Wednesday, Thursday, and Friday mornings and available afternoons; Welcome Reception on Wednesday evening; (for AHME) admission to the Annual Business Meeting & Luncheon on Friday and the "Ask the Experts" Breakfast on Saturday; and (for AODME) admission to the Annual Business Meeting Luncheon on Thursday and the Presidential Inaugural Reception & Collegium Ceremony on Friday.

TWO-DAY CTYPD REGISTRATION FEE

TY Program Directors are encouraged to attend the AHME/AODME Educational Institute. New in 2010, we are offering a two-day-only registration option that includes Thursday afternoon, Friday & Saturday-only materials, online access to handouts after the conference, entrance to CTYPD educational sessions, continental breakfast and breaks on Friday and Saturday, and the AHME Annual Business Meeting & Luncheon on Friday. See page 6 for the TY-specific schedule of events.

ONE-DAY CCME REGISTRATION FEE

New in 2010 is a Friday-only registration option for CME professionals that includes Friday-only materials, online access to handouts before and after the conference, entrance to CCME educational sessions, continental breakfast and breaks on Friday, and the Annual Business Meeting and Luncheon on Friday. See page 7 for the CME-specific schedule of events.

ONLINE & CD-ROM EDUCATIONAL MATERIALS

Paid registrants will receive a CD-ROM containing all conference handouts, as well as an action-learning binder for notes and take-away points. A few days before the conference, all available presentations will be posted in a password-protected area on www.AHME.org. Each attendee will receive a password and is asked not to share this password with others. After the conference, all final presentations will be available through www.AHME.org and www.AODME.org.

PAYMENT

Payment must accompany registration. If you are not enclosing a check with your registration, you must provide credit card information with registration, even if a check is to be sent later. If we do not receive an employer or personal check within 14 days of the conference, we will charge the registration fee to the credit card number you provided.

To pay by check or money order (made payable to AHME), complete the conference registration form and mail to: **Association for Hospital Medical Education, PO Box 725, Indiana, PA 15701.** To pay by credit card, complete the credit card information on the form and fax to (724) 864-6153. To register online, go to www.AHME.org or www.AODME.org.

CONFIRMATION OF REGISTRATION

Confirmation of conference registration will be provided by AHME Headquarters via e-mail only. **Please make sure your e-mail address is legible and accurate.**

CANCELLATION POLICY

In the event of cancellation, a refund of the registration fee, less 25% administration fee, may be obtained by written request only to the AHME Executive Director. Such requests must be received by April 16, 2010. NO REFUNDS WILL BE MADE AFTER THIS DATE.

INFORMATION

For general information regarding registration, contact AHME Headquarters, phone 724-864-7321, fax 724-864-6153, email sandi@ahme.org.

REGISTRATION CATEGORY	BEFORE Jan. 15	Jan. 16 - Feb. 14	Feb. 15 - March 31	AFTER March 31	Spouse/ Guest Package	AHME CTYPD 2-Day	AHME CCME 1-Day	AODME Support Staff	CAO/ DIO Luncheon
AHME Member or AODME Member	☐ $550	☐ $595	☐ $650	☐ $695	☐ $150	☐ $450	☐ $325	☐ $250	☐ $50
Non-Member	☐ $650	☐ $695	☐ $750	☐ $795	☐ $150	☐ $450	☐ $325	☐ $250	☐ $50

Are you registering as an:
☐ AODME Member (ID:)
☐ AHME Member (ID:)
☐ Member of AODME & AHME
☐ Non-Member

Is this your first time attending? ☐ Yes ☐ No
If YES, will you be attending the:
☐ AODME New DME Lunch ☐ AHME Newcomer's Lunch
Are you a TY Program Director? ☐ Yes ☐ No

FULL CONFERENCE ATTENDEES:

Please select below all sessions that you are attending in order to help us best prepare for the meetings.

WEDNESDAY

- ☐ 8AM-9AM AODME Breakout: B1
- ☐ 9AM - 10AM AODME Breakout: B2
- ☐ 10:30AM - 11:30AM AODME Breakout: B3
- ☐ 11:30AM - 1PM AHME Newcomer's Lunch: E1
- ☐ 11:30AM - 1PM AODME New DME Lunch: E2
- ☐ 1PM - 2:15PM Joint Session: P1
- ☐ 2:15PM - 3:30PM Joint Session: P2
- ☐ 4PM - 5:15PM Joint Session: P3
- ☐ 5:30PM - 7PM Welcome Reception: E3

THURSDAY

- ☐ 8AM - 9AM AHME Breakout: B4
- ☐ 8AM - 9AM Joint Session: B5
- ☐ 8AM - 10AM Joint Session: B6
- ☐ 9AM - 10AM AHME Breakout: B7
- ☐ 9AM - 10AM AHME Breakout (Fac. Dev.): B8
- ☐ 10:30AM - 11:30AM Joint Session: B10
- ☐ 10:30AM - 11: 30AM AHME Breakout: B11
- ☐ 11:30AM - 12:30PM AODME Breakout: B12
- ☐ 11:30AM - 1PM AHME CAO/DIO Lunch: E4
- ☐ 12:30PM - 2PM AODME Business Meeting: E5
- ☐ 1PM - 2PM AHME Plenary: P4
- ☐ 2:30PM - 5PM AHME Plenary: P5

FRIDAY

- ☐ 8AM - 9AM AHME Breakout: B13
- ☐ 8AM - 9AM AODME Breakout: B15
- ☐ 9AM - 10AM AHME Breakout: B17
- ☐ 9AM - 10AM AODME Breakout: B19
- ☐ 10:30AM - 11:30AM AHME Breakout: B21
- ☐ 10:30AM - 11:30AM AODME Breakout: B23
- ☐ 11:30AM - 1PM AHME Business Meeting: E7*
- ☐ 1PM - 2PM AHME Breakout: B25
- ☐ 1PM - 2PM AODME Breakout: B27
- ☐ 2PM - 3PM AHME Breakout: B29
- ☐ 2PM - 3PM AODME Breakout: B31
- ☐ 3:30PM - 4:30PM AHME Breakout: B33
- ☐ 3:30PM - 5PM AODME Breakout: B35
- ☐ 4:30PM - 5PM AHME Breakout: B37

SATURDAY

- ☐ 7AM - 8:30AM AHME Ask the Experts: E10
- ☐ 8AM - 9AM AHME Breakout: B39
- ☐ 8AM - 9AM AODME Breakout: B40
- ☐ 8AM - 9:30AM AHME Breakout: B42
- ☐ 9AM - 10AM Joint Session: P6
- ☐ 9:30AM- 11:30AM AHME (TYRC): B44
- ☐ 9:30AM- 11:30AM AHME (IRC): B45
- ☐ 10:15AM - 11:15AM Joint Session (P7)

*All may attend, but only those who pre-register for lunch will be given a ticket and served a meal

CTYPD 2-Day Registrations will automatically be enrolled in sessions: P4, P5, B14, B16, B20, B24, B28, B32, B36, and B41, B42, or B43.
CCME 1-Day Registrations will automatically be enrolled in sessions: B14, B18, B22, B26, B30, B34, & B38.

FULL NAME: BADGE NAME:

INSTITUTION:

JOB TITLE GUEST NAME(S):

ADDRESS:

CITY, STATE, ZIP:

EMAIL: PHONE: FAX:

EMERGENCY CONTACT NAME: EMERG. CONTACT PHONE:

Payment Information

TOTAL DUE: $ _____ Check No. _____ (payable to AHME)

☐ Visa
CREDIT CARD #: ☐ MC EXP. DATE:

SIGNATURE:

☐ SPECIAL PHYSICAL NEEDS, FOOD ALLERGIES, OR VEGETARIAN MEAL PREFERENCES (list below):

RETURN COMPLETED REGISTRATION FORM AND PAYMENT TO:
AHME • PO Box 725 • Indiana, PA 15701
Ph: 724.864.7321 • Fax: 724.864.6153 • www.ahme.org