

# Association for Hospital Medical Education

*Presents a new educational vehicle... Teleconferences by phone!*

## “Blueprint for Coordinator Success”

*Staying One Step Ahead of Your Program Director*

A price-conscious, value-packed audio conference sponsored by CADME (Council of Administrative Directors of Medical Education) – one of AHME’s four councils.

**Thursday, September 24, 2009 ~ 3:00-4:00 p.m. ET**

### Objectives:

1. Strategies discussed will aide new **and** seasoned coordinators in understanding the accreditation process, and the need for collecting useful supporting documentation for future program reviews.
2. Participants will develop a timeline that can be used throughout the academic year to assure program compliance with accreditation requirements, and streamline efforts for recruitment, graduation, orientation and other common events that arise during a typical academic year.
3. Attendees will receive tips to prepare for major milestones in a Graduate Medical Education Training Program, such as, preparation for internal and external reviews, remediation of house staff, and other long-term projects that arise intermittently.

**Speaker:** AHME member, **Marilane B. Bond, EdD**, Assistant Dean and Director for GME at Emory University School of Medicine, is our guest speaker. At Emory, Dr. Bond oversees the operational activities of the Office of Graduate Medical Education. She provides leadership and operational management skills in the oversight of 83 accredited programs and over 1,100 residents and fellows. Dr. Bond has presented workshops and seminars at numerous meetings and conferences including the GRA and AHME.

Dr. Bond received her EdD degree in Higher Education Administration and EdM degree in Counselor Education from Pennsylvania State University. She has an MBA from the University of Southern California. For five years, she held the position of Administrative Director for CME at Emory prior to becoming Director of GME in 2001. She currently serves as a member of the AAMC’s GRA Steering Committee and on AHME’s Board of Directors as a Region 3 Representative.



**Register online now ~ [www.ahme.org](http://www.ahme.org)**

**AHME Members: Only \$75 if you register by Sept. 10** -- \$85 after 9/10/09

**Non-Members: Only \$99 if you register by Sept. 10** -- \$109 after 9/10/09

**Contact AHME Headquarters with questions – 724-864-7321**



**AHME Teleconference Registration Form**  
**“Blueprint for Coordinator Success”**  
**Thursday, September 24, 2009, 3-4 pm ET**

**Institution Name** \_\_\_\_\_

**Registrant #1: Main Contact for Registration & First Participant** (optional)

Name \_\_\_\_\_ Degree \_\_\_\_\_ AHME Member ID: \_\_\_\_\_  
 Title \_\_\_\_\_ Department \_\_\_\_\_  
 Address \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Registrant #2:** (optional)

Name \_\_\_\_\_ Degree \_\_\_\_\_ AHME Member ID: \_\_\_\_\_  
 Title \_\_\_\_\_ Department \_\_\_\_\_  
 Email \_\_\_\_\_

**Registrant #3:** (optional)

Name \_\_\_\_\_ Degree \_\_\_\_\_ AHME Member ID: \_\_\_\_\_  
 Title \_\_\_\_\_ Department \_\_\_\_\_  
 Email \_\_\_\_\_

**Registrant #4:** (optional)

Name \_\_\_\_\_ Degree \_\_\_\_\_ AHME Member ID: \_\_\_\_\_  
 Title \_\_\_\_\_ Department \_\_\_\_\_  
 Email \_\_\_\_\_

**PAYMENT CALCULATION**

**AHME Members:**

# of registrants \_\_\_\_\_ X  \$75 (by 9/10/09) OR  \$85 (after 9/10/09) = Total \$ \_\_\_\_\_

**Non-Members:**

# of registrants \_\_\_\_\_ X  \$99 (by 9/10/09) OR  \$109 (after 9/10/09) = Total \$ \_\_\_\_\_

**METHOD OF PAYMENT**

**Credit Card:** \_\_\_ Visa \_\_\_ MasterCard

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Total Cost to Charge to Card \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**Check Enclosed:** Made payable to **AHME** – mail to: **AHME, PO Box 725, Indiana, PA 15701**

**Check to Follow:** Fax a copy of your internal check request to 724-864-6153

**Cancellation Policy:** Cancellations made within 3 business days of the course are subject to a 25% service fee. Registrants who do not dial in and who do not cancel before the conference date are liable for the full fee. Only written requests for cancellation will be accepted. Cancellations must be made by fax at 724-864-6153 or by email (susan@ahme.org).