



ACGME

Experienced Coordinators: Advancing, Collaborating, Innovating September 7–8, 2017

ACGME Headquarters
401 North Michigan Avenue, Suite 2000
Chicago, Illinois 60611

Program coordinators are essential to the success of every graduate medical education program. While the ACGME has offered numerous successful workshops for *new* program coordinators, this is the first course designed to provide resources to expand the skills of experienced coordinators dedicated to the field. The ACGME is thrilled to present this pilot course to senior coordinators with more than three years' experience.

Course Overview

This two-day workshop is designed to expand the knowledge base of experienced coordinators and assist them in thinking outside the box when dealing with their job responsibilities. Relevant topics will be presented in both didactic and experiential learning formats. The agenda includes topics relating to coordinator leadership, conflict management, dealing with problem residents, program innovation, the Common Program Requirements, professional development, and well-being. Speakers include current and former program coordinators, physicians, and ACGME leadership. All workshop activities take place at the ACGME headquarters in Chicago, Illinois. The schedule runs from 8:00 a.m. to 4:00 p.m. on Thursday, and 8:00 a.m. to 3:00 p.m. on Friday. This workshop is limited to 60 registrants.

Content questions? coordinatorworkshops@acgme.org

Registration and payment questions? Contact Andrea Rio: ario@acgme.org

Course Faculty

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Preliminary Agenda Topics

Day 1

Coordinator Leadership
Conflict Management
Dealing with Problem Residents
Ask the ACGME

Day 2

Program Innovation
Common Program Requirements
Professional Development
Well-Being

LOCATION AND HOTEL INFORMATION

The Experienced Coordinators course will take place at the ACGME headquarters located on the 20th floor at 401 North Michigan Avenue in Chicago.

The ACGME has reserved a block of rooms at The Gwen, a Luxury Collection Hotel for September 6-9, 2017 at a discounted rate of \$209.00. These rooms are available on a first-come, first-served basis, and you must request a room in the Experienced Coordinators Room Block to receive the discounted rate. The Gwen is a 10-minute walk to the ACGME headquarters.

Make your hotel reservation by calling 1-888-627-7038, or online at <https://www.starwoodmeeting.com/events/start.action?id=1706287964&key=15067761>.

The Gwen, A Luxury Collection Hotel, Chicago
521 North Rush Street
Chicago, IL 60611

Hotel Room Block Cut-Off Date is Monday, August 7, 2017 at 5:00 p.m. Central.

REGISTRATION

The registration fee is \$495 and includes all activities, materials, breakfast, and lunch. **Credit card payments must be made at the time of registration.**

Registration is limited to 60 individuals per workshop. Registration must be completed online; mailed or call-in registrations are not accepted.

Confirmation of workshop acceptance will be e-mailed immediately upon submission of registration, including payment. **Only credit card payments are accepted.**

E-mail registration questions to Andrea Rio: ario@acgme.org.

CANCELLATION AND REFUND POLICIES

A full refund will be given up to 30 days prior to the workshop date. Cancellations requested less than 30 days before a scheduled workshop will incur a \$100 administrative fee. No refunds will be made for cancellations made seven days or less prior to a workshop.

All cancellation requests must be sent in writing to Andrea Rio: ario@acgme.org.

No-shows will result in a forfeiture of the full registration fee. Registration fees are not transferable.