

The Basics of Accreditation for New Program Coordinators 2017 Workshops Frequently Asked Questions

What is the location of my scheduled workshop?

All of the New Program Coordinator workshops take place at the ACGME Headquarters located at 401 North Michigan Avenue in Chicago.

Important: All workshop attendees must check in at the Security Desk in the lobby at 401 North Michigan Avenue and provide Building Security with a valid photo ID. You will receive a Visitor's Pass from Building Security that you must keep for access to the ACGME floors for the duration of your workshop.

What time does my scheduled workshop start?

All workshops begin on Monday at 7:30 a.m. for check-in and a light breakfast. The workshop Welcome and Introductions commence at 8:00 a.m.

At what hotel should I make my sleeping room reservation?

The ACGME offers discounted room rates at the Gwen, a Luxury Collection Hotel, located at 521 North Rush Street in Chicago. Check the workshop brochure for reservation links and discounted room rates.

How far is the ACGME Headquarters from the Gwen Hotel?

The ACGME Headquarters is about a 10-minute walk from the Gwen. A map with directions will be e-mailed to attendees one week before their scheduled workshop.

Do I receive a certificate after my scheduled workshop?

Yes. All attendees receive a Certificate of Attendance on the second day of their workshop.

How do I register for a workshop?

Only online registrations are accepted. The ACGME does not accept faxed or mailed-in registrations.

How do I pay the \$445 registration fee?

The ACGME only accepts credit card payment for the workshop registration fee. We accept American Express, Discover, MasterCard, and Visa. Credit card payments are due at the time of online registration.

Can I pay the registration fee with a check or PO?

No. Checks and Purchase Orders are not acceptable methods of payment. Only online registrations are accepted.

Do I bring a laptop or tablet to my scheduled workshop?

No. The ACGME will provide you with a laptop to use during the workshop.

What is the dress code?

Business casual.

What is the best airport in Chicago?

Chicago has two major airports, Midway and O'Hare. Midway Airport is smaller and closer to the downtown area. However, not all airlines fly into Midway. Southwest Airlines is the primary airline that flies to Midway Airport. American, United, and Delta Airlines fly into O'Hare Airport.

What transportation do I use between the airport and the hotel?

There are plenty of taxicabs available at both airports. A taxi from Midway Airport will cost about \$30 - \$40. A taxi from O'Hare Airport will cost about \$60. Rideshare options (i.e., Uber or Lyft) are also available, as is public transportation (the Orange line from Midway and the Blue line from O'Hare).

Additional questions email Andrea Rio at: ario@acgme.org.