WORKSHOP 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 formats. The agenda includes topics relating to coordinator leadership, conflict management, dealing with problem residents, program innovation, professional development, and well-being. Speakers include current program coordinators, physicians, and representatives from ACGME leadership. All workshop activities take place at the ACGME offices in Chicago, Illinois. The schedule runs from 7:45 a.m. to 4:15 p.m. on Sunday, and 7:30 a.m. to 2:15 p.m. on Monday. This workshop is limited to 60 registrants. Dress attire is business casual.

Who Should Attend
This highly interactive workshop is for coordinators with more than three years of experience.

*I am thankful that we had the opportunity to attend a conference that was meant for experienced coordinators, and that did not center around requirements or to-dos. It was more about work flow, working with other people (and techniques for doing so), and also how to protect ourselves from burnout.*

- Experienced Coordinators: Advancing, Collaborating, Innovating
Location and Hotel Information
The course is held at the ACGME offices at 401 North Michigan Avenue in Chicago. The ACGME has reserved a limited discounted block of hotel rooms at the LondonHouse Chicago. The hotel is a five-minute walk to the ACGME offices. The room rate in this block is as follows, plus tax:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Nightly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>King Guestrooms</td>
<td>$189.00</td>
</tr>
</tbody>
</table>

Rooms are available on a first-come, first-served basis. Make a reservation via the link below. If you have any questions or have trouble with the link, contact Victoria Kreps: coordinatorworkshops@acgme.org.

Book your Hotel Accommodations (must copy and pasted URL into browser for it to work properly):

Hotel Address: 85 East Wacker Drive, Chicago, Illinois 60611

Reservation Check-In: April 13, 2019; Check-Out: April 15, 2019

Registration Room Block Cut-Off: 5:00 p.m. Central on Wednesday, March 13, 2019

Registration is limited to coordinators who have been in their positions for three years or more. This workshop is not meant for program directors, associate program directors, designated institutional officials, or coordinators with less than three years’ experience.

The registration fee is $550 per attendee and covers all activities, materials, refreshments, and catered lunch and breakfast. Credit card payment is required at the time of registration.

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

A confirmation e-mail will be sent immediately after registration has been submitted with payment. Again, only credit card payments are accepted. Do not make plane or hotel reservations until registration is confirmed.

Cancellation and Refund Policies
A full refund is given until 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 are granted for cancellations made seven days or less before a workshop. No-shows will result in forfeiture of the entire registration fee. Registration fees are not transferable to future workshops or conferences.

Cancellations must be made via e-mail to Registration Specialist Jay Gillett: registration@acgme.org.
Experienced Coordinators: Advancing, Collaborating, Innovating

Agenda

Day 1: Sunday, April 14, 2019

7:45 a.m. Check-in and Breakfast
8:15 a.m. Welcome and Course Plan  
   Dr. Timothy Brigham
8:45 a.m. The Coordinator as a Leader  
   Ms. Lauren Wojnarowski
9:30 a.m. Break
10:00 a.m. Conflict Management  
   Dr. Timothy Brigham
12:00 p.m. Lunch
1:00 p.m. Crisis Management  
   Ms. Cristin Owens
2:15 p.m. Break
2:30 p.m. Crisis Management, cont.  
   Ms. Cristin Owens
3:15 p.m. Developing a Culture of Innovation in your Program  
   Ms. Kelli Corning
4:15 p.m. Wrap-Up and Adjourn

Day 2: Monday, April 15, 2019

7:30 a.m. Breakfast
8:15 a.m. Dealing Effectively with the Problem Resident  
   Dr. William Iobst
9:45 a.m. Break
10:00 a.m. Ask the ACGME  
   Dr. Thomas J. Nasca
11:45 a.m. Lunch
12:45 p.m. Professional Development: Advancing Personally and Professionally  
   Ms. Kelli Corning
2:00 p.m. Closing Comments and Evaluations  
   Ms. Lauren Wojnarowski
2:15 p.m. Adjourn