



ASSOCIATION OF
AMERICAN
MEDICAL COLLEGES

PDC for Health Professions Financial Aid
Administrators
Association of American Medical Colleges
2450 N St. NW
Washington, DC 20037

2005 Professional Development Conference for Health Professions Financial Aid Administrators

January 12 – 15, 2005 | Sheraton Universal Hotel | Los Angeles, California



2005 Professional Development Conference for Health Professions Financial Aid Administrators

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Preliminary Agenda

Wednesday, January 12

2:00 pm– 5:00 pm

3:00 pm – 5:00 pm

Registration

New FAO Workshop

Moderator:

Teddie J. Milner

Director of Financial Aid

David Geffen School of Medicine

University of California, Los Angeles

Speakers:

Susan H. Burdick

Assistant Director

Scholarships and Student Aid for the Health Professions

University of North Carolina at Chapel Hill School of Medicine

Susan Batchelor

University Director of Financial Aid

Jefferson Medical College of Thomas Jefferson University

Barbara Berman

Assistant Dean for Student Affairs

Tufts University, School of Veterinary Medicine

Designed for FAOs who have been in their positions for five years or less, this workshop will provide you with the tools needed both to be effective in your current job and to continue to develop into your future roles. This session will focus on tools and resources rather than technical and procedural issues best covered in more depth during conference workshops.

Various topics to be discussed:

- What are the rules? Where do you find them?
- Professional development opportunities
- Publications
- Web sites
- Association resources
- Listservs
- The big picture:
- What is your role within the institution?
 - What is your role:
 - With students?
 - As an advisor?
 - As an educator?
 - As a parent?

Thursday, January 13

7:00 am – 5:30 pm	Registration
7:30 am – 9:00 am	General Breakfast
7:30 am – 9:00 am	Allopathic Discipline Specific Breakfast
7:30 am – 9:00 am	Pharmacy Discipline Specific Breakfast
9:00 am – 10:30 am	Opening Remarks and Introduction Stacey R. McCorison, M.B.A. Assistant Dean, Medical Education Administration Duke University School of Medicine
	Plenary Session Speaker: Jeff Kober President Performance Journeys How relevant is customer service when it comes to delivering financial aid? The answer may surprise you. Designer and deliverer of guest service training for The Walt Disney World Resort, Jeff Kober has worked with universities and hospitals—even the Office of Federal Student Aid. Building a service philosophy, rethinking the student/customer paradigm, and developing a service culture are just some of the concepts to be explored. The end result may be that customer service really is a "Mickey Mouse" operation.
10:30 am – 10:45 am	Refreshment Break
10:45 am – 12:15 pm	Concurrent Workshops I Workshop A: The Credit Report as a Policy Tool: Who Does It Help? How? Why? Speakers: Patricia Pratt Director, Academic Enrichment and Outreach David Geffen School of Medicine at UCLA Verdell Schaefer Director of Financial Aid Loma Linda University School of Medicine

Thursday, January 13 continued

Linda L. Paschal

Director, Student Financial Services
Medical College of Wisconsin

Are you helping or harming an admitted student by requiring “clean” credit prior to matriculation? What is your school’s policy with regard to credit and admitted students? What do you think it should be? Does your admission committee have a policy with regard to credit? Does a “clean credit” policy have different implications for students from different socio-economic groups? There are so many issues surrounding the use of credit reports with regard to: institutional policies, internal communications within an institution, and, the all-time favorite policy, figure it out as you go. Please join us for a candid discussion of the pros and cons of using “clean credit” as a requirement for matriculation.

Workshop B:

My Student is in Trouble: How to Use Counseling Techniques to Assess and Address Students Experiencing Difficulties

Moderator:

Kay Egbert

Director of Financial Aid
Baylor College of Dentistry

Facilitators:

Ruth Beer Bletzinger

Director, Division of Diversity Policy and Programs
Association of American Medical Colleges

Janet C. Heddeshimer, Ph.D.

Associate Dean for Academic Affairs
Graduate School of Education and Human Development
The George Washington University

Financial aid administrators often are the first at their school to recognize when a student is in trouble, whether it’s about paying for the cost of education, personal challenges, or academic problems. By exploring how counseling concepts can apply to many interactions in the financial aid office, this session will help participants create safe environments for students, identify “red-flag” situations, and apply techniques for effectively dealing with students experiencing anger, frustration, confusion, and so forth. Participants will have an opportunity to practice key techniques, as well as leave the session with models they can use for staff development when they return to their institutions.

Thursday, January 13 continued

Workshop C: USMLE, Step 2 Clinical Skills Exam

Moderator:

Sherry Gladney

Director of Student Financial Aid

Louisiana State University School of Medicine in Shreveport

Speakers:

Linda Bissell

Director of Financial Services

University of Iowa Roy J. and Lucille A. Carver

College of Medicine

Kathleen Healy

Director of Curricular and Student Affairs

University of California, San Francisco, School of Medicine

Peter Joseph Katsufakis, M.D.

Associate Dean for Student Affairs

Interim Associate Dean, Administration

Keck School of Medicine

of the University of Southern California

By the time of the January 2005 PDC, many members of the Class of 2005 will have taken, or will be registered to take, the USMLE Step 2 Clinical Skills exam (CS). This session will include a panel of student affairs professionals, including a student affairs dean, a registrar, and a financial aid officer, to discuss issues related to the Clinical Skills exam. This informal session is intended to provide a forum to discuss policies, procedures and any other issues that may have arisen at your institution. Sample topics may include special requests for adjustments by students, travel expenses to a more distant testing site, re-registration expenses for the exam if failed upon first attempt, etc. As the CS process progresses, the issue of funding remediation will definitely emerge. Though most FAOs have not yet had to deal with remediation issues, these issues may be confronting many of us in the future.

12:30 pm – 1:30 pm

General Luncheon

12:30 pm – 1:30 pm

Allopathic Regional Breakouts Luncheon

1:45 pm – 3:15 pm

Concurrent Workshops II

Workshop A:

Veteran FAO Roundtable

Thursday, January 13 continued

Moderator:

Melissa Stevens

Financial Aid Director

Wake Forest University School of Medicine

Speakers:

Michelle Cassetty

Director of Financial Aid

Eastern Virginia Medical School

Sandra L. Rollins

Associate Director of Financial Aid

University of Medicine and Dentistry of New Jersey

School of Osteopathic Medicine

Michael Goodman, Ph.D.

Director of Financial Aid

Tulane University School of Medicine

Professionally, the world is a very different place than it was just a few years ago. Once we asked, "What's a Web page?" and a moment later we were asked to design one. Processing on the Web was in its infancy and the idea of an electronic signature was foreign. Debt levels were not an issue and debt management training was a frill. The increased complexities of the student loan industry and innovations in technology have significantly changed the landscape of financial aid administration. In addition to "doing our job," we have been challenged to keep pace with a job that seems to change daily. Please join three of your colleagues for a discussion of how to keep pace with the times while also keeping sane.

Workshop B:

Seeing Things Differently: Becoming a Leader in the Collaboration with Admissions and Student Affairs

Speakers:

Ann Brieck, M.A.

Associate Director of Student Affairs

Ohio University College of Osteopathic Medicine

Patricia Burnett, Ph.D.

Director of Student Affairs

Ohio University College of Osteopathic Medicine

Thursday, January 13 continued

This presentation encourages you to rethink your role in your school or university through the concept of "pervasive leadership." In the competitive environment of health care education, it is important that the "financial aid perspective" be considered in decision-making processes. It is important that your voice be heard, and that you gain the support and resources you need. The challenge is how to become a presence in the organization. Join this discussion and think creatively about ways to collaborate effectively regarding financial aid issues impacting your school and your admissions/student affairs offices.

Workshop C: Fourth Year Expenses

Moderator:

Carol Hartupee

Financial Aid Director

University of California, San Diego, School of Medicine

Speakers:

Steven Jorden

Director, Student Financial Assistance

A.T. Still University of Health Sciences

Kirkville College of Osteopathic Medicine

Millie Mendez

Director of Student Services

University of Illinois at Chicago

College of Dentistry

Nancy L. Zimmer

Director, Financial Aid Office

University of Virginia School of Medicine

Expenses in the fourth year can really take a student by surprise. The amount of fourth year expenses and the financial options available are often a real shock to students. This panel will discuss unexpected expenses incurred during the fourth year, including costs associated with interviewing, additional malpractice insurance, etc. We will discuss tips on how students can save money, the types of loans available, and the repercussions of additional debt.

3:30 pm – 5:00 pm

Legislative Update I: Title IV of the Higher Education Act

Moderator:

Jonathan Fishburn

Director, Research, Education and Veterans' Legislative Affairs

AAMC

Presenter:

Brett Lief

Executive Director

National Council of Higher Education Loan Programs (NCHELP)

Since legislative authority for Title IV of the Higher Education Act expired on September 30, 2003, Congress has been working on reauthorizing the Act. Although currently it seems unlikely that Congress will finish its work on this issue in 2004, the discussions are heating up quickly and will serve as the basis of renewed efforts in early 2005. In his role as executive director of an organization representing all parts of the lending community, Mr. Lief has a broad perspective on the policies and politics surrounding reauthorization of the Title IV student loan programs. He will present his unique insight into how Congressional changes will affect student financial aid.

5:15 pm - 6:00 pm

Welcome Reception

Friday, January 14

6:30 am – 6:30 pm

Registration

7:00 am – 9:00 am

General Breakfast

7:00 am – 9:00 am

Dental Discipline Specific Breakfast

7:00 am – 9:00 am

Osteopathic Discipline Specific Breakfast

9:00 am – 10:30 am

Legislative Update II: Title VII of the Public Health Service Act

Moderator:

Jonathan Fishburn

Director, Research, Education and Veterans' Legislative Affairs

AAMC

Presenters:

Debra Beals (invited)

Chief, Campus Based Programs

Division of Health Careers Diversity and Development

Health Resources and Services Administration

Although the amount of money involved in the Title VII programs is negligible when compared to Title IV, for many health professions students the Scholarships for Disadvantaged Students (SDS), Primary Care Loan (PCL), and Health Professions Student Loan (HPSL) programs are essential for the funding of their education.

Friday, January 14 continued

10:30 am – 10:45 am

The issues surrounding these programs change slightly every year and affect institutions differently as eligibility varies and funding increases or decreases. Ms. Beals is responsible for administering these programs at the Health Resources and Services Administration. She is uniquely qualified with the latest information and answers your questions on these important programs.

Break

10:45 am – 12:15 pm

Concurrent Workshops III:

Workshop A: Needs vs. Wants *

Moderator:

Cheri Marks

Financial Aid Advisor

University of Missouri-Columbia, College of Veterinary Medicine

Speakers:

Anita Miller

Associate Director Student Services

Northeastern Ohio Universities College of Medicine

Mary Jean Allen

Assistant Dean of Student Affairs

Stony Brook University Health Sciences Center

School of Medicine

Penny Rembolt

Financial Aid Counselor

University of Iowa

Roy J. and Lucille A. Carver College of Medicine

Who is to say what a “good decision” is with regard to money and well-being? If a student *wants* to take a trip to the Bahamas, what is your role? When they *need* to buy a car or they *need* to purchase an engagement ring, is it appropriate for you to help “fund” these items? Do students understand how one’s daily life style affects long-term debt and potential career choices? How can you affect behavior? The debate as to whether you let them do what they want or impose controls, as much as that is possible, over such spending decisions will be at the heart of this discussion.

* This workshop will be repeated

Friday, January 14 continued

Workshop B: Race-Based vs. Race-Neutral Scholarship: A New Road Map

Moderator:

Linda Lewis

Director of Financial Aid

Keck School of Medicine of the University of Southern California

Speaker:

Tomas E. Perez, JD, MPP

Assistant Professor of Law

University of Maryland School of Law

The University of Maryland

Many in the higher education community hoped that the rulings on the two University of Michigan cases by the Supreme Court in 2003 would help to clarify the issues relating to the use of race in the admissions process. To a substantial degree, they have. The question before this group is: What do these rulings mean for financial aid and other scholarships awards? Can an institution extrapolate from its admissions policy and develop comparable and complementary financial aid policies? Or is it more complicated? Please join Tom Perez, a member of the law school faculty of the University of Maryland and an expert in the area of affirmative action in higher education. This lively discussion of the issues will explore a new understanding of the landscape after Michigan.

Workshop C: Professional Judgment – The Constant Dilemma

Moderator:

Kathryn A. Coy

Director of Financial Aid

Medical College of Ohio

Speakers:

Trudi Horner

Administrator

Purdue University

Nanci Murphy, PharmD

Associate Dean

University of Washington, School of Pharmacy

Stacey Robbins

Director of Financial Aid

University of Chicago Division of the Biological Sciences

The Pritzker School of Medicine

Friday, January 14 continued

12:15 pm – 1:00 pm

Once again, a student asks for a change in his/her budget and it is a “slightly unusual” request that you are not sure how to approach. This session will attempt to provide some strategies to help you navigate the murky waters of professional judgment.

Some issues covered will be:

- A review of regulations
- What you can do and why
- What you cannot do and why
- How to handle budget adjustments

1:00 pm – 2:45 pm

Exhibitor Sponsored Luncheon

Exhibit Fair

2:45 pm – 4:15 pm

Concurrent Workshops IV:

Workshop A: Needs vs. Wants

Moderator:

Cheri Marks

Financial Aid Advisor

University of Missouri-Columbia College of Veterinary Medicine

Speakers:

Anita Pokorny

Director, Student Services and Registrar

Northeastern Ohio Universities College of Medicine

Mary Jean Allen

Assistant Dean of Student Affairs

Stony Brook University Health Sciences Center

School of Medicine

Penny Rembolt

Financial Aid Counselor

University of Iowa

Roy J. and Lucille A. Carver College of Medicine

Friday, January 14 continued

Who is to say what a “good decision” is with regard to money and well-being? If a student *wants* to take a trip to the Bahamas, what is your role? When they *need* to buy a car or they *need* to purchase an engagement ring, is it appropriate for you to help “fund” these items? Do students understand how one’s daily life style affects long-term debt and potential career choices? How can you affect behavior? The debate as to whether you let them do what they want or impose controls, as much as that is possible, over such spending decisions will be at the heart of this discussion.

Workshop B:
Life After Debt: Success Stories

Moderator:

Anthony M. Sozzo, M.S. in Ed, M.A.

Associate Dean for Student Affairs
New York Medical College

Speakers:

Matthew Seidman, M.D.

Assistant Professor
Department of Surgery
University of Oklahoma College of Medicine – Tulsa

Kevin Komatsu, DDS

Recent graduate from a dental school

Jeffrey Lawler, D.O.

Recent graduate from
Western University of Health Sciences
College of Osteopathic Medicine of the Pacific

Hear personal stories from new health professionals regarding their experiences in managing their student loan and credit card debt. Panelists will discuss the challenges they face and how they have successfully managed and continue to manage their debt. Discussion will focus on student’s attitudes toward borrowing while in school, what they wish they had done differently, and what advice they would like to pass along to new and current borrowers.

Friday, January 14 continued

	Workshop C: Loan Consolidation *
	Moderator: Paula Crow Director of Student Financial Services AAMC
	Speaker: Seamus O'Neill Kohne O'Neill, LLC
	Having trouble making sense of the fixed vs. variable rate loan consolidation debate? This issue may have been decided by the time of the 2005 PDC, but this enlightening session will help you to understand why the discussion has been so lively and why both sides have impassioned views.
4:30 pm – 5:30 pm	Optometry Discipline Specific Meeting
4:30 pm – 5:30 pm	Veterinary Medicine Discipline Specific Meeting
4:30 pm – 6:00 pm	Exhibitor Reception
5:30 pm – 6:30 pm	Pharmacy Discipline Specific Meeting
5:30 pm – 6:30 pm	Podiatric Discipline Specific Meeting
6:30 pm	Dinner on your own

Saturday, January 15

7:30 am – 2:30 pm	Registration
8:00 am – 10:00 am	Exhibit Breakfast/Fair
	* This workshop will be repeated

Saturday, January 15 continued

10:15 am – 11:45 am

Concurrent Workshops V:

Workshop A: Loan Consolidation

Moderator:

Paula Crow

Director of Student Financial Services
AAMC

Speaker:

Seamus O'Neill

Kohne O'Neill, LLC

Having trouble making sense of the fixed vs. variable rate loan consolidation debate? This issue may have been decided by the time of the 2005 PDC, but this enlightening session will at least help you to understand why the discussion has been so lively and why both sides have impassioned views.

Workshop B: School as Lender

Moderator:

Scott E. Miller

Director, Federal Relations
Pennsylvania Higher Education Assistance Agency

Speakers:

Kimberly A. Brown, M.Ed.

Director, Student Financial Services
Midwestern University

Chicago College of Osteopathic Medicine, Pharmacy and Health Sciences

Glenda Palmer, M.S. Ed.

Associate Dean for Student Services
Mount Sinai School of Medicine
New York University

Sandra Pearson

Director of Financial Aid
Tufts University School of Dental Medicine

Institutions of higher learning are considering becoming or are currently becoming lenders to provide students with further access to financial assistance. In this session, panel members will present the pros and cons associated with "school as lender" programs at their current or former institutions.

**Workshop C:
Combined/Joint/Dual Degree Programs: Which is it? What is it? How
do you deal with it?**

Moderator:

Tara Olsen

Director of Financial Aid
Tufts University School of Medicine

Speakers:

Stacey R. McCorison M.B.A.

Assistant Dean, Medical Education Administration
Duke University School of Medicine

Carrie Steere-Salazar

Director, Student Financial Services
University of California, San Francisco
School of Medicine

Gaye W. Sheffler

Director, Admissions and Financial Aid
University of Pennsylvania
School of Medicine

Health professions schools are enrolling more students than ever in diverse combined/joint/dual degree programs in an effort to address student needs and flexible curricular activities. With the growth in the variety of “combined” programs in recent years, financial aid officers and registrars are posed with many challenges. The lack of consistency in the structure and definition of these programs make it difficult to create uniform policies that are sensitive to student needs, institutional policies, and governmental regulations. Session presenters will lead discussions on programs and policies at their own institutions, as well as some of the issues surrounding development of such programs.

12:00 pm – 1:00 pm

Lunch with Exhibitors

1:15 pm – 2:30 pm

**Plenary Session for Exhibitors and FAOs
In It Together: The Student Loan Industry and the FAO**

Facilitator:

Neil H. Parker, M.D.

Senior Associate Dean for Education, Student Affairs, and
Graduate Medical Education
David Geffen School of Medicine at UCLA

This session will provide a unique opportunity for members of the student loan and financial aid communities to engage each other in a frank and open discussion on issues of mutual interest. At the beginning of the meeting, everyone will receive a stack of index cards with a pen attached. As questions occur to you, you can jot them down. An impartial facilitator will collect the cards and lead the discussion.

Meeting Facts

Location

Sheraton Universal Hotel
333 Universal Hollywood Drive
Universal City, CA 91608
Phone: 818-980-1212
Fax: 818-509-2804
www.sheraton.com

A landmark in Universal City since 1969, the Sheraton Universal Hotel is located on the back lot of Universal Studios. The hotel has hosted many prestigious guests and is nicknamed "Hotel of the Stars." Complimentary tram rides are offered to Universal Studios Hollywood and Universal CityWalk. The hotel is conveniently located just minutes from Melrose Avenue, Hollywood, Beverly Hills and downtown Los Angeles

Reservations and Room Rates

The room rate, which is subject to a tax of 14%, is:

\$149.00 Single Occupancy
\$159.00 Double Occupancy (\$25.00 per additional person occupying a room per night.)
Plus a \$.10 tourism tax a night per room

To make your hotel reservations, complete the enclosed Hotel Reservation Form and either mail it directly to the hotel or fax it to the hotel at 661-949-2579. You may also make reservations by calling 888-627-7186. Be sure to identify yourself with the AAMC in order to receive the group rate. To confirm your reservation, a deposit equal to one night's room charge must accompany your reservation request. A check or major credit card will be accepted. **Reservations must be made prior to December 10, 2004.** Rooms held for this meeting will be released on this date. Any reservation requests received after December 10th will be accepted only on a space available basis at the group rate. Please note that the room block may fill before December 10th, so we encourage you to make your reservations early.

Cancellation of any guaranteed room reservation must be received by the hotel at least 72 hours prior to arrival to recover your deposit. Check-in time is 3:00 p.m. and check-out time is 12:00 p.m.

Air Transportation

United Airlines is offering special discounted rates for this meeting:

- 5% discount off the lowest applicable discount fare, including First Class.
- 10% discount off unrestricted mid-week coach fares. Seven day advance purchase is required.
- You can earn an additional 5% discount if you purchase your tickets at least 30 days in advance of your travel.

To receive the discount, you (or your travel agent) must call 800-521-4041 and refer to the AAMC Meeting ID Code: 550TH when making your reservation. Taking advantage of this discount program not only reduces your own



travel costs, it also assists the AAMC in earning free airline tickets that help reduce speaker and staff travel costs for the meeting. Mileage Plus members receive full credit for all miles flown to this meeting.

Ground Transportation

The hotel is located 25 miles from Los Angeles International Airport (LAX is the airport code), approximately 45 minutes to an hour depending on traffic. Taxi fare from LAX to the hotel is approximately \$65.

Burbank Airport (BUR is the airport code) is located 6 miles from the hotel, approximately 12 minutes. Taxi fare from the airport to the hotel is approximately \$15.

The Super Shuttle services both airports; a one-way trip from LAX is \$16 per person and from Burbank, \$9 per person. Reservations are not required, however, if you would like to make a reservation, please visit their website at www.supershuttle.com. Agents are available at the Super Shuttle desk in the ground transportation area.

Rental Car

Hertz is offering the following special rates for this meeting:

Rates available from all Southern California Corporate locations.

	Daily (per day)	Weekend (per day)	Weekly (5-7 days)
ECONOMY 2DOOR	\$36.99	\$22.99	\$139.99
COMPACT 4 DOOR	\$41.99	\$25.99	\$154.99
MIDSIZE 2/4 DOOR	\$45.99	\$27.99	\$169.99
SPECIAL SPORTY	\$47.99	\$32.99	\$184.99
FULLSIZE 4DOOR	\$50.99	\$34.99	\$199.99
PREMIUM	\$55.99	\$39.99	\$209.99
TOWNCAR	\$69.99	\$63.99	\$296.99
4WD/AWD SUV	\$69.99	\$63.99	\$296.99
MINIVAN	\$72.99	\$65.99	\$304.99
CONVERTIBLE	\$69.99	\$63.99	\$296.99

These rates are effective one week before and one week after the meeting dates. Rates do not include tax or optional coverages. Advance reservations are recommended. Rentals are subject to age, driver's license and credit requirements. Weekend rentals are available for pickup between 12 noon Thursday and 12 noon Sunday and must be returned no later than 11:59 pm Monday. Weekend rentals have a minimum 2-day keep and Thursday pick-up requires a minimum 3-day keep. Weekly rentals are from 5-7 days. Extra day rate for Weekly rentals will be charged at ¼ of the Weekly Rate. To reserve a car, call toll free **800-654-2240** and give the reservation agent the **AAMC Discount Code: CV#02WZ0003**. Reservations are subject to car availability, so please make your reservations in advance.

Climate and Dress

In January, average temperatures in the Los Angeles area range from a high of 67 degrees to a low of 42 degrees. We encourage casual dress for the duration of the meeting.

The temperature of the meeting rooms may be somewhat warmer or cooler than you might expect. You are encouraged to wear layered outer clothing.

Local Attractions

Universal Studios Hollywood puts you so close you can hear the cameras rolling. Get an inside look at the sets and uncover the behind-the-scenes secrets of legendary films. Then, immerse yourself into the thrilling worlds of your favorite movies. Witness the all-new “Shrek 4-D”, with hair-raising, eye-popping effects that put you inside the action. Unleash the power of movie magic inside the Special Effects Stages. Spin into action at the Rock ‘n’ Roll show and Spider-Man Rocks. For a big Hollywood finish, visit Universal CityWalk, for L.A.’s hottest entertainment, dining and shopping. Visit www.universalstudios.com for the endless opportunities for fun.

Registration Fees and Procedures

Registration by Fax or Mail:

Please complete the registration form and return it to the Meetings Registrar as soon as possible. Credit card information (MasterCard or VISA only), a check or an institutional purchase order must accompany this form. Registration forms received via fax must include credit card information or an institutional purchase order or your form will not be processed.

Registrations received with a purchase order will be accepted as a placeholder only. Actual payment must be received by December 29, 2004. If payment is not received by this date, your registration will be cancelled.

Payments from outside the U.S. must be made payable in U.S. funds through a U.S. bank. If you have any questions regarding registration, please contact the meetings registrar, Audrey Saunders at 202-828-0417 or asaunders@aamc.org.

Registration Online:

You may register online if paying by credit card (MasterCard or VISA only). Please visit www.aamc.org/meetings.

Registration Fee: \$375.00

The registration fee covers three continental breakfasts, three luncheons, two receptions and meeting materials.

Guest Registration Fee: \$ 95.00

The guest registration fee covers two receptions.

Cancellation Policies

Registration Fee

Notice of cancellation must be received by our office in writing. Cancellations received by December 15, 2004 will be entitled to a full refund. Cancellations received between December 16, 2004 and January 5, 2005 will be assessed a \$100.00 processing fee. Cancellations received after January 5, 2005 will result in the forfeiture of the entire registration fee. Partial or full fees that have been forfeited will not be applied to subsequent years.

Guest Fee

Notice of cancellation must be received by our office in writing no later than January 5, 2005 in order to receive a full refund. Cancellations received after that time will result in forfeiture of the entire fee.

A Special Note For The Disabled



The Association of American Medical Colleges wishes 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 are in need of auxiliary aids or services, please contact Erika Witherspoon at 202-862-6103, or via e-mail at ewitherspoon@aamc.org.

Questions

For questions concerning registration procedures, please contact our Meetings Registrar at 202-828-0417, or via e-mail at asaunders@aamc.org. For questions concerning the logistics of the meeting, please contact Erika Witherspoon at 202-862-6103, or via e-mail at ewitherspoon@aamc.org. For content and session questions, please contact Shelley Yerman at 202-828-0539, or via e-mail at syerman@aamc.org.