

# The Basics of Accreditation for New Program Coordinators 2018 Workshops

## Frequently Asked Questions

### **What is the location for the workshop?**

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

*Important: All workshop attendees must check in at the lobby Security Desk 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 scheduled workshop.*

### **When do the workshops start?**

All workshops begin on Monday at 7:30 a.m. for check-in and a light continental breakfast. The workshop Welcome and Introductions commence at 8:15 a.m.

### **At what hotel should attendees make sleeping room reservations?**

The ACGME offers discounted room rates at the Courtyard by Marriott Chicago Downtown/River North located at 30 East Hubbard, Chicago, IL 60611. The hotel is less than a mile to the ACGME office. Check the workshop brochure for reservation links and discounted room rates.

### **Do attendees receive a certificate after the workshop?**

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

### **How does one register for a workshop?**

Only online registrations are accepted. The ACGME does not accept faxed or mailed-in registrations. To register visit, <http://www.acgme.org/Meetings-and-Events/Courses-and-Workshops/Workshops>

### **How can the \$495 registration fee be paid?**

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

### **Can the registration fee be paid with a check or purchase order (PO)?**

No. Checks and POs are not accepted. Only online credit card payments are accepted.

### **Do participants need to bring a laptop or tablet?**

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

### **What is the dress code?**

Dress for the workshop is business casual.

**Are meals provided?**

Yes, breakfast on Monday and Tuesday and lunch on Monday are provided. Breakfast is a light continental breakfast. Lunch is a Chicago pizza meal with gluten- and dairy-free options. Those with severe food allergies should e-mail [coordinatorworkshops@acgme.org](mailto:coordinatorworkshops@acgme.org) with their specific needs and for more information.

**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. Both airports provide easy downtown access via public transportation, cabs, or ride shares.

**What transportation is there between the airports and hotel?**

Cabs are 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).

**Have additional questions?**

E-mail content and non-registration questions to [coordinatorworkshops@acgme.org](mailto:coordinatorworkshops@acgme.org).

E-mail registration questions to Andrea Rio, [ario@acgme.org](mailto:ario@acgme.org).