

The Basics of Accreditation for New Program Coordinators 2019 Workshops

Frequently Asked Questions

What is the location for the workshop?

All New Program Coordinator workshops take place at the ACGME Offices, 401 North Michigan Avenue, 20th Floor, Chicago, Illinois.

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 to receive a Visitor's Pass to be used for access to the ACGME floors for the duration of the workshop.

When do the workshops start?

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

At what hotel should attendees make sleeping room reservations?

The ACGME offers discounted room rates at the InterContinental Chicago Magnificent Mile, located at 505 North Michigan Avenue, steps from the ACGME offices. The workshop brochure includes reservation links and discounted room rates.

Do attendees receive a certificate after the workshop?

Yes. All attendees receive a Certificate of Attendance 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 <https://www.acgme.org/Meetings-and-Educational-Activities/Educational-Activities/Courses-and-Workshops>.

How can the \$415 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.

What is the networking event?

An optional evening networking event will take place the week of each workshop. The event may occur the evening OF or the evening BEFORE a workshop. See the brochure for specific dates. The cost of the event is \$25 which includes light appetizers and a complimentary drink. Plan flights accordingly if you choose to participate.

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?

A light continental breakfast and a lunch of a Chicago-style pizza meal, with gluten- and dairy-free options, are provided. Anyone with severe food allergies should e-mail coordinatorworkshops@acgme.org with 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, only a few airlines fly into Midway. Both airports provide easy downtown access via public transportation, taxicabs, or ride shares.

What transportation is there between the airports and hotel?

Cabs are available at both airports. A cab from Midway Airport will cost \$30-\$40. A cab from O'Hare 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.

E-mail registration questions to: registration@acgme.org.