

**BAGNC Leadership Conference Policies
for
Currently Funded BAGNC Scholars and Claire M. Fagin Fellows**

The Leadership Conference is an important component of the Building Academic Geriatric Nursing Capacity Program and we are committed to continuing this annual face-to-face meeting for our scholars and fellows despite budgetary constraints and increasing costs for travel and lodging. We hold the Leadership Conference immediately prior to the Gerontological Society of America's (GSA) annual scientific meeting since participation in the GSA meeting is also required for all BAGNC Scholars and Fellows. This helps reduce travel costs for scholars and fellows.

The following policies support smooth administration of the Conference as well as assure a positive experience for all attendees. Ultimately these policies will enable us to continue the Leadership Conference despite budget reductions.

I look forward to greeting you at the 2011 Leadership Conference.

Pat Archbold
PI, DNSc, RN, FAAN

Participation in the BAGNC Leadership Conference

1. You are required to participate actively in the annual BAGNC Leadership Conference during each of 2 years you are in the BAGNC program.
 - The 2011 Leadership Conference begins on Wednesday November 16th and ends on Friday, November 18th. Please refer to the *About 2011 BAGNC Leadership Conference* webpage for specific start times.
 - The BAGNC Leadership Conference agenda will be available online in the Fall. Please visit <http://www.geriatricnursing.org/leadership/leadership-conference.asp> to familiarize yourself with the agenda before the Conference.
 - You are required to register for the Leadership Conference and make all travel & hotel arrangements through our program (see below).
2. In the second year of your program, you are required to prepare a scientific poster to present at that year's Leadership Conference. (2011 Scholars and Fellows will present posters at the 2012 Leadership Conference).

3. We encourage your primary mentor to participate in the Leadership Conference. Please discuss this with your mentor as soon as possible.

If your primary mentor is unable to attend, contact Mallory Schindler at 202-777-1166, mschindler@aannet.org

Registration for the BAGNC Leadership Conference

4. You and your mentor are required to register on-line for the BAGNC Leadership Conference by Monday, October 17, 2011, 5:00pm, EST.

- BAGNC Meeting Registration Confirmation will be sent by e-mail; therefore, be sure to provide a current email address when registering.
- Please refer to the *2011 BAGNC Leadership Conference Registration* webpage for how to register.

Hotel Arrangements for the Leadership Conference

5. You are required to stay at the Leadership Conference hotel.

6. The BAGNC program covers three nights (hotel room and tax) for current Scholar and Fellow's

- *For the 2011 Leadership Conference, BAGNC will cover room and tax for the nights of November 15, 16, and 17th.* BAGNC will not pay for room upgrades. You are responsible for any other expenses incurred (e.g. incidentals, computer use, etc.)
- You may share a room with another BAGNC attendee at the Leadership Conference.
- You will need to provide your credit card information at the time you reserve your room. ***Your credit card will only be charged if you incur additional expenses (e.g. room service, dry cleaning etc.) at the hotel.***

Travel to and from the BAGNC Leadership Conference

7. You are asked to make travel arrangements for the Leadership Conference through Carnival Travel. Contact Justin Deehr justin@carnivaltravel.net 800-747-5387

- BAGNC is able to cover only lowest fare possible provided by Carnival Travel. If you request a more costly travel itinerary, you are responsible for the difference.
- If you decide to use a different travel agency (e.g. Expedia, Travelocity etc.) we require you contact Carnival Travel to obtain a written quote for the cost of your proposed journey and submit this along with your quote of your less costly ticket. **Note:** Approval required before making such arrangements.

8. BAGNC will cover shuttle/taxi/bus expenses from your home to the airport and from the airport to your home. BAGNC will not cover private limo services.

- We encourage scholars and fellows to share shuttle/taxis.
- It is easiest if one person submits the expense for reimbursement.
- The reimbursement request should include the full names of all who road in the taxi or shuttle.

Reimbursement for Leadership Conference Expenses

9. You are required to submit Leadership Conference reimbursement request using the Leadership Conference Reimbursement Form with your original receipts attached. Your request must be received by the BAGNC Coordinating Center within 3 weeks from the end of the conference.

- A *Leadership Conference Reimbursement Form* will be distributed at the Leadership Conference
- The BAGNC CC **will not be able to process requests received after December 10, 2011** or any requests without accompanying original receipts.

10. BAGNC will pay for your meals while traveling to and from the Leadership Conference.

- BAGNC will cover: 1) Travel day per diem max. \$40.00; and 2) Day 1 dinner (Wednesday November 16th 2011) for a maximum of \$35.00 and 3) for the 2010 cohort, Day 1 breakfast for a maximum of \$15.00. We are not permitted to reimburse for alcohol. We thus need a complete itemized receipt from any restaurant.

- BAGNC provides all other meals during the Leadership Conference.

Mentor Expenses for the Leadership Conference

11. As part of your application and award budget you are required to include funds to cover Leadership Conference travel and hotel expenses for your primary mentor up to and not exceeding \$1,250.00 per year.

- Please discuss attending, registering, hotel and travel arrangements with your primary mentor as soon as possible.
- Also, please discuss the award funding limit so that he or she can plan accordingly.

For any question about the BAGNC Leadership Conference, please contact Mallory Schindler at 202-777-1166, mschindler@aannet.org.

BAGNC GSA Policies
for Currently Funded BAGNC Scholars and Claire M. Fagin Fellows

1. You are required to participate in the entire annual scientific meetings of the Gerontological Society of America during both years of your award term.
2. Your BAGNC budget should include funds to cover GSA lodging and per diem expenses.