

BAGNC Leadership Conference Policies For Jonas Center/John A Hartford Foundation Scholars

The Leadership Conference is an important component of the Building Academic Geriatric Nursing Capacity Program. We hold the Leadership Conference immediately prior to the Gerontological Society of America's (GSA) annual conference. This helps reduce travel costs for scholars and fellows.

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

Pat Archbold
PI, DNSc, RN, FAAN

Participation in the BAGNC Leadership Conference

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).

We encourage your primary mentor to participate in the Leadership Conference. Please discuss this with your mentor as soon as possible. We will pay for the travel and hotel costs for the Jonas Mentors.

Registration for the BAGNC Leadership Conference

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

You are required to stay at the Leadership Conference hotel.

The BAGNC program covers three nights (hotel room and tax) for you and your mentor

- 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

You and your mentor 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

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 breakfast (Wednesday November 16th 2011) for a maximum of \$15.00 and 3) Day 1 dinner for a maximum of \$35.00. 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.

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