



March 3, 2010

TO: State Delegates, ASHP House of Delegates
Presidents and Executive Directors, ASHP Affiliated State Societies
ASHP Past Presidents
Section and Forum Chairs
Fraternal Delegates

FROM: Kasey K. Thompson, Pharm.D.
Vice President, Office of Policy, Planning and Communications

SUBJECT: 2010 ASHP Regional Delegate Conferences

Regional Delegate Conference (RDC) Dates and Locations

The 2010 Regional Delegate Conferences have been scheduled for the following dates and locations. We have made a significant effort to select sites with convenient air connections and hotels with economical rates.

May 1-2 (Sat/Sun), 2010

Dulles, VA
Rosemont, IL
Phoenix, AZ

May 3-4, (Mon/Tue), 2010

Dulles, VA
Rosemont, IL
Phoenix, AZ

RDC Registration Process

You may attend the RDC of your choice. However, in order to foster the appropriate level of participation in the discussion of House of Delegates business, we would like to ensure that no particular site has more than 25 delegates. **Before making your hotel and flight reservations please select which RDC you will attend by accessing the following link:** http://ashp.qualtrics.com/SE?SID=SV_07oykLlcjcl0Bp2&SVID=Prod **and completing the on-line registration form. Only locations that are still open will be available for your selection. Sites that are full will not be displayed.** In order to ensure that you are able to obtain your preferred RDC site, it is advisable that you register as soon as possible.

Suggestions for Open-Discussion Topics at RDCs

Suggestions for topics that should be considered for discussion at your RDC (i.e., practice-related issues or state-specific issues) can be submitted via the registration link above.

Regional Delegate Conference Schedule

Preliminary Day One Agenda

1:30 pm - 5:30 pm Discussion of HOD operations, agenda, and reports
5:30 pm - 6:00 pm Break
6:00 pm - 6:30 pm Nightly Managers Reception (Verify time with your specific hotel)
6:30 pm - 9:00 pm Dinner and open discussion

TOGETHER WE MAKE A GREAT TEAM

Preliminary Day Two Agenda

7:00 am	Complimentary Continental breakfast
8:00 am -12:00 pm	House of Delegates and open discussion
12:00 pm	Adjournment

Attendees

Delegates and alternate delegates to the ASHP House of Delegates (including ASHP Past Presidents, section and forum chairs, and fraternal delegates from the federal services) are the primary attendees at RDCs. State affiliate presidents and executives are also encouraged to attend.

State and alternate delegate attendance should be coordinated by the president of the state affiliate. If you have not already discussed RDC attendance from your state, you should do so now. If a state delegate is not able to attend the RDC, an alternate delegate should be considered to ensure coverage and receipt of the information from the conference.

The House of Delegates materials will be posted on the ASHP Web site by mid-April. Materials will not be mailed, so please make sure to access the House of Delegates Web site, <http://www.ashp.org/hod>, to review the materials. It is imperative that all attendees review delegate materials in advance of the RDC and bring all relevant materials to the RDC.

Regional Delegate Conference Reimbursement

ASHP will provide \$300 for each certified delegate who attends the RDC. These funds will be sent directly to the affiliated state society for disbursement.

Reimbursement of delegates other than state delegates is handled directly between ASHP and the delegate.

Travel

The conference format requires an overnight stay by participants, and ASHP has made arrangements with each hotel for a special room rate for RDC participants. Hotel information, telephone numbers, Web sites, and contact references appear with the enclosed RDC listings.

Once you have completed the on-line registration, please call the hotel directly to make your room reservation as early as possible as the RDC rate is not guaranteed after the cutoff date listed. Be certain to indicate you are attending the "ASHP Regional Delegate Conference" to obtain the special rate.

ASHP's official travel agency is Association Travel Concepts and they can be contacted via the following link: <http://www.atcmeetings.com/>

2010 House of Delegates Schedule, Tampa Convention Center, Tampa, FL

- The **House of Delegates Open Forum** will take place on Saturday, June 5 from 2:30-4:30pm;
- The **Delegate Primer** (for all delegates and alternate delegates) will take place on Saturday, June 5 from 4:30-5:30pm;
- The **House of Delegate Caucuses** will take place on Sunday, June 6 from 8:00-10:00am. and on Tuesday, June 8 from 11:00am-12:00pm;
- The **First Meeting of the House of Delegates** will take place on Sunday, June 6 from 2:00-4:30pm;
- The **Second Meeting of the House of Delegates** will take place on Tuesday, June 8 from 4:30-6:00pm.

Please refer to <http://www.ashp.org/hod> for more information about the House of Delegates:

2010 Regional Delegate Conferences Hotel Information

Dulles ~ Rosemont ~ Phoenix

The 2010 Regional Delegate Conferences will be held in three cities from May 1-4.
Please note the following information as it pertains to each meeting location.

DULLES



Embassy Suites Dulles – North/Loudoun

44610 Waxpool Road, Dulles, Virginia, United States 20147
Tel: 1-703-723-5300 Fax: 1-703-723-3811

http://embassysuites1.hilton.com/en_US/es/hotel/WASNLES-Embassy-Suites-Dulles-North-Loudoun-Virginia/index.do

- Rates: \$89.00 - \$129.00 Discounted Group Rate
- Reservations: Please call 1-800-362-2779 (or hotel directly)
Identify yourself as an attendee of the ASHP group
- Airport Shuttle: Call 703-723-5300 upon arrival for 24 hour complimentary shuttle
- Parking: Complimentary on-site parking is available
- Departure: Hotel Shuttle will return you to the airport.
- ASHP Board: Gerald E. Meyer
ASHP Staff: Douglas Scheckelhoff
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ROSEMONT



Embassy Suites Hotel O'Hare - Rosemont

5500 North River Road, Rosemont, Illinois 60018

Tel: +1-847-678-4000 Fax: +1-847-928-7659

<http://www.embassyohare.com/>

Rates: \$89.00 Discounted Group Rate

Reservations: Please call 1-800-362-2779 (or hotel directly)
Identify yourself as an attendee of the ASHP group

Airport Shuttle: Complimentary Shuttle Service runs every 30 minutes. Follow the red Shuttle signs at the airport to the designated pick-up area, O'Hare bus / Shuttle Center Door One. Shuttle buses are blue with white signage that reads Hyatt Regency O'Hare. For pick-up between 4:00am and 12:00am midnight daily, guests must call the hotel directly.

Parking: Discounted Self Parking is \$13.00

Departure: Hotel Shuttle will return you to the airport.

ASHP Board: Lynnae Mahaney

ASHP Staff: Cindy Reilly

PHOENIX



EMBASSY SUITES
HOTELS®

Embassy Suites Phoenix - Biltmore

2630 East Camelback Rd. Phoenix, Arizona, United States 85016

Tel: 1-602-955-3992 Fax: 1-602- 995-6479

http://embassysuites1.hilton.com/en_US/es/hotel/PHXCBES-Embassy-Suites-Phoenix-Biltmore-Arizona/index.do

Rates: \$114.00 Discounted Group Rate

Reservations: Please call 1-800-362-2779 (or hotel directly)
Identify yourself as an attendee of the ASHP group

Airport Shuttle: Call 602-955-3992 upon arrival and identify yourself as an ASHP meeting attendee for 24 hour complimentary airport transportation

Parking: Complimentary on-site parking is available

Departure: Complimentary Hotel transportation will return you to the airport.
Call the front desk and request prior to departure.

ASHP Board: Diane Ginsburg

ASHP Staff: David Witmer
