



February 10, 2009

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: 2009 ASHP Regional Delegate Conferences

Regional Delegate Conference (RDC) Dates and Locations

The 2009 Regional Delegate Conferences have been scheduled for the following dates and locations. We have made significant effort to select sites with convenient air connections and hotels with economical rates.

May 2-3 (Sat/Sun), 2009

Baltimore, MD
Chicago, IL
Phoenix, AZ

May 4-5, (Mon/Tue), 2009

Baltimore, MD
Chicago, IL
Phoenix, AZ

RDC Registration Process

You may attend the RDC of your choice. However, we would like to ensure that no particular site has more than 25 delegates in order to foster the appropriate level of participation in the discussion of House of Delegates business. **Before making hotel and flight reservations please fill out and return the enclosed attendance form. We will confirm that you are registered for the RDC you selected or tell you if the site is already filled.** Hotel registration will open March 1. If the site is filled, we will tell you which sites still have space. We will also update this information regularly on the ASHP Web site at the following link: <http://www.ashp.org/Import/PRACTICEANDPOLICY/HouseofDelegates/RDCSection.aspx>

Suggestions for Open-Discussion Topics at RDCs

Please send with your registration form any suggestions for topics that should be considered for discussion at your RDC (i.e., practice-related issues or state-specific issues).

Regional Delegate Conference Schedule

Preliminary Day One Agenda

1:30pm-5:30pm Discussion of HOD operations, agenda, and reports
5:30pm-6:00pm Break
6:00pm-10:00pm Dinner and open discussion

Preliminary Day Two Agenda

8:00am Continental breakfast
8:30am-11:00am House of Delegates and open discussion
11:00am Adjournment

TOGETHER WE MAKE A GREAT TEAM

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 delegate 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 to review the materials <http://www.ashp.org/hod>. 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.

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 received your registration confirmation from us, please call the hotel directly to make your room reservation as early as possible because 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://atc.travelasp.com/flights/>.

2009 House of Delegates Schedule, Donald E. Stephens Convention Center, Rosemont, IL

- The **House of Delegates Open Forum** will take place on Saturday, June 13 from 2:30-4:30pm;
- The **Delegate Primer** (for all delegates and alternate delegates) will take place on Saturday, June 13 from 4:30-5:30pm;
- The **House of Delegate Caucuses** will take place on Sunday, June 14 from 8:00-10:00am. and on Tuesday, June 16 from 11:00am-12:00pm;
- The **First Meeting of the House of Delegates** will take place on Sunday, June 14 from 2:00-4:30pm;
- The **Second Meeting of the House of Delegates** will take place on Tuesday, June 16 from 4:30-6:00pm.

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

PLEASE RETURN THIS FORM NO LATER THAN APRIL 3, 2009

To: Warren Parris
Senior Administrative Assistant

From: _____

State or Section/Forum: _____

Check One: State Delegate State Alternate Delegate Other State Affiliate Representative
 ASHP Past President Section/Forum Delegate Fraternal Delegate

_____ I will not be able to attend an RDC.

_____ I would like to attend the RDC in:

Baltimore, MD Chicago, IL Phoenix, AZ

May 2 – May 3: _____

May 4 – May 5: _____

**Note: Please wait for ASHP’s confirmation of your RDC reservation before making travel plans.
HOTEL REGISTRATION WILL OPEN MARCH 1.**

E-Mail: _____

Daytime Phone: _____

Position Title and Institution: _____

Please provide the following information:

I have previously served as an ASHP delegate.
 I have previously served on an ASHP policy committee. If yes, which committee? Check all that apply:

- Education and Workforce Development**
- Pharmacy Management**
- Pharmacy Practice**
- Public Policy**
- Therapeutics**

_____ I would be willing to present a policy recommendation for discussion during the RDC. If you are selected for this task, an ASHP staff member will contact you.

_____ I wish to submit the following topics for open discussion at the RDC:

Please provide emergency contact information below:

Name: _____ Phone: _____

Thank you. Please submit this form by Fax: 301-634-5774 or E-mail: wparris@ashp.org

2009 Regional Delegate Conferences

Baltimore ~ Chicago ~ Phoenix

The 2009 Regional Delegate Conferences will be held in three cities from May 2-5.
Please note the following information as it pertains to each meeting location.

BALTIMORE

Embassy Suites Baltimore - at BWI Airport

1300 Concourse Drive, Linthicum, Maryland, United States 21090
Tel: 1-410-850-0747 Fax: 1-410-859-0816



- Rates: \$145.00 Discounted Group Rate
- Reservations: Please call 1-800-362-2779 (or hotel direct)
Identify yourself as an attendee of the ASHP group
- Cut-off Date: April 8, 2009
- Arrival: CALL 1-866-780-0138 FOR 24 HOUR COMPLIMENTARY SHUTTLE
UPON ARRIVAL.
- Parking: Complimentary on-site parking is available
- Departure: Hotel Shuttle will return you to the airport.
- ASHP Officer: Janet A. Silvester
ASHP Staff: Brian M. Meyer
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CHICAGO



Hyatt Regency O'Hare

9300 Bryn Mawr Avenue, Rosemont, Illinois, USA 60018
Tel: +1 847 696 1234 Fax: +1 847 698 0139

Rates: \$139.00 Discounted Group Rate

Reservations: Please call 1-800-233-1234 (or hotel direct)
Identify yourself as an attendee of the ASHP group

Cut-off Date: April 15, 2009

Arrival: Complimentary Shuttle Service runs every 15 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 12:00 midnight and 4:00 a.m., guests must call the hotel directly.

Parking: Valet parking is \$30.00
Self Parking is \$25.00

Departure: Hotel Shuttle will return you to the airport.

ASHP Officer: Kevin J. Colgan
ASHP Staff: Douglas J. Scheckelhoff

PHOENIX



EMBASSY SUITES
HOTELS®

Embassy Suites Phoenix - Airport at 44th Street

1515 North 44th Street, Phoenix, Arizona, United States 85008

Tel: 1-602-244-8800 Fax: 1-602-244-8114

- Rates: \$139.00 Discounted Group Rate
- Reservations: Please call 1-800-362-2779 (or hotel direct)
Identify yourself as an attendee of the ASHP group
- Cut-off Date: April 9, 2009
- Arrival: CALL 602-244-8800 FOR 24 HOUR COMPLIMENTARY SHUTTLE
UPON ARRIVAL. Pickup is at baggage claim in each terminal.
- Parking: Complimentary on-site parking is available
- Departure: Hotel Shuttle will return you to the airport.
- ASHP Board: Teresa J. Hudson
ASHP Staff: David R. Witmer
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