



Speaker Logistics Packet

Thank you for being a speaker at the 2024 AIM Data Learning Institute (DLI) which will be held in-person on **February 28 and 29, 2024 at the American College of Obstetricians and Gynecologists in Washington, DC.**

This packet serves as a step-by-step guide for logistics of the meeting. Please find below steps to:

1. [Arrange travel.](#)
2. [Provide speaker information.](#)
3. [Coordinate content with your co-speakers.](#)
4. [Submit your final slide deck\(s\).](#)
5. [Plan for the event on the day-of.](#)
6. [Receive reimbursement and speaker fees.](#)

Background on the Alliance for Innovation on Maternal Health and the DLI

The primary goal of the AIM TA Center is to provide comprehensive, high impact, technical assistance to the AIM quality improvement initiative within the United States to support best practices that make birth safer, improve maternal health outcomes, and save lives.

This is accomplished through shared objectives including seeking to:

1. Increase the technical assistance provided to participating AIM states for implementing AIM patient safety bundles.
2. Increase the number of hospitals and other birthing facility settings implementing patient safety bundles.
3. Increase the overall number of core bundles being implemented and/or sustained.
4. Support widespread implementation of the core patient safety bundles, all of which include elements focused on the provision of respectful, equitable, and supportive care.
5. Provide TA to support AIM states in reporting key measures by race and ethnicity, at a minimum, to evaluate disparities.

The AIM TA Center is funded through a cooperative agreement between ACOG and the Health Resource and Services Administration (HRSA) to accomplish the goals listed above. This funding allows the AIM TA Center to develop resources, fund projects, and to provide a variety of direct technical assistance in support of implementing the AIM patient safety

bundles. Currently, ACOG is funded to provide these services from September 2023-August 2027.

The Data Learning Institute is a special, in-person event for year 1 of the AIM TA Center. The event is targeted to all states and jurisdictions engaged in AIM so they may gain knowledge and build capacity around using data for quality improvement. Specific focuses of the event include program evaluation, data for quality improvement, and innovations and best practices in data.

As mentioned, the primary audience for the Data Learning Institute are members of AIM-engaged states and jurisdictions who work in some way on the collection, analysis, evaluation, and submission of quality improvement and patient outcomes data. While some participants may have formal training in data, their training and comfort regarding data, reporting, evaluation, etc. may vary.

Step 1: Arrange Travel

Background Information

Please make your travel arrangements as soon as possible. You can either book your hotel and airfare independently, or through ACOG's travel agency, [ATC Travel Management](#). You will need to create a free account to book through the agency.

- If you decide to book your hotel and airfare through ATC Travel Management, ACOG will be billed directly, eliminating upfront costs to you.
- If you choose to book your hotel and airfare on your own, you can request reimbursement using the Expense Voucher Form attached to this email.

If you choose to book travel through ACOG's travel agency, ATC Travel Management, be aware of the following:

- You will need to create a free account to book your hotel.
- You may also email the ATC team at reservations@atcmeetings.com or call directly at (800) 458-9383 for assistance with your travel needs.
- When communicating with ATC, please provide:
 - Flight information:
 - Travel dates
 - Times
 - Destination(s)
 - Airport(s)
 - Desired flight(s)
 - Hotel Information:

- Dates you will stay at the hotel from February 27-29, 2024
- Selected hotel for the meeting
- Meeting name: 2024 AIM Data Learning Institute
- Account code: 06-30-1228-5302-14

Hotel Information

ACOG has contracted with 2 hotels for the event to offer discounted room blocks. Please find the location details and use the booking links below. The discounted rate for both hotels is **\$279.00** per night. The room blocks with the discounted rates are available **February 27 to 29, 2024, and the final day to book your hotel with discounted rates is February 5, 2024.**

[Hotel 1: Hyatt House Washington DC / The Wharf](#)

725 Wharf St SW, Washington, DC 20024

Phone Reservation: (888) 591-1234

Reservation Name: 2024 AIM Data Learning

Group Code: G-AIMI

[Hotel 2: Canopy by Hilton Washington DC The Wharf](#)

975 7th St SW, Washington, DC 20024

Phone Reservation: **(202) 488-2500**

Reservation Name: 2024 AIM Data Learning

Group Code: CACOG

Federal rates are available at this hotel

Air Transportation

You can either book your flight independently, or through ACOG's travel agency - [ATC Travel Management](#). You will need to create a free account to book through the agency.

Any travel arrangements totaling \$1,000 or more **must be pre-approved by ACOG staff** before purchasing tickets. Please reach out to the designated staff at the beginning of this document if you have questions about travel arrangement costs.

Step 2: Submit Speaker Information

After booking, please confirm you've arranged travel by submitting the [2024 AIM Data Learning Institute Speaker Information Form](#).

This form also includes the following items to be submitted:

- Headshot
- A brief bio

- Your signed ACOG Volunteer Agreement, which you can find attached to this email
- Speaker fees and reimbursement preferences

With the information you provide in the Faculty Information Form, we will draft a Speaker Agreement to be executed in alignment with ACOG's policies and procedures. You will have a chance to review and sign this information in DocuSign.

Lastly, please submit your W-9 to ACOG's Accounts Payable (AccountsPayable@acog.org) so that you can process payment. You can find a blank copy of a W-9 attached to this email.

Please do not CC ACOG staff on your email to Accounts Payable.

Step 3: Coordinate Content with Co-Presenters

As we confirm your co-speakers, we will send a follow-up email introduction for each of your sessions.

Step 4: Submit Your Final Slide Deck

A slide deck template is forthcoming. We ask that you use this template for your presentation. Please submit your final slide deck to aimdatasupport@acog.org by

February 12, 2024.

Step 5: Day-Of Logistics

Please note more detailed day-of logistics will be communicated to you in mid-February 2024.

Preparing for Your Session

An AIM team member will be prepared to meet you in your session room 10-15 minutes before your session time. They will ensure your slide deck is working, as well as any other technology. They will also help distribute any printed materials or guides you provide.

The same AIM team member will briefly introduce you before the session begins. You can anticipate this taking around 5 minutes or less.

Attendance

You are welcome to attend other sessions during the Data Learning Institute as you desire.

Food

Food will be provided during both days at the Data Learning Institute. On Day 1, breakfast and lunch will be provided, and on Day 2, breakfast and a to-go lunch will be provided.

Per ACOG's reimbursement policies, you are also provided with up to \$150 per day for food and other incidentals from February 27-29, 2024.

Attire

The attire for the meeting is business casual. Please note that temperatures are expected to be low in Washington DC in February 2024.

Step 6: After the Event – Speaker Fees and Expense Reimbursements

Speaker Fees

If you are accepting speaker fees, they will be processed after the event.

Reimbursement is typically provided via a hard copy check in the mail and can take up to five weeks for delivery after the payment has been processed. For expedited payment, please consider completing and submitting the attached Electronic Funds Transfer (EFT) document. This form can be sent directly to ACOG Finance (accountspayable@acog.org).

Please do not CC ACOG staff on your email to Accounts Payable.

Travel Reimbursement

A volunteer reimbursement form has been attached to this email and indicates what expenses can be reimbursed. To receive reimbursement for expenses, this form, along with other necessary information, needs to be [submitted to AIM via Airtable](#) by **March 30, 2024**.

Reimbursement is typically provided via a hard copy check in the mail and can take up to five weeks for delivery after the payment has been processed. For expedited payment, please consider completing and submitting the attached Electronic Funds Transfer (EFT) document. This form can be sent directly to ACOG Finance (accountspayable@acog.org).

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