

**Subject:** All Programs Meeting Information and Deadlines

Hello Network Development and Allied Health Training Program Grantees:

For those that will be attending the All Programs Meeting in Rockville, MD on February 27-March 1, 2018, we are excited to have you join us for this great learning and networking opportunity! As we get closer to the date of the event, we have a few items we will need you to follow up on (please read all the way down the page!):

**Posters (Optional):**

1. Please email your project officer your poster topic by December 22, 2017.
2. **The only requirement for posters is that the content pertain to your CBD funded project.** Attached you will find an APM poster guidance document and supporting tips document for those who are making posters from scratch. Please note, if you need additional help or have concerns regarding your poster, please contact your project officer

After reviewing the provided guidance, please confirm that you are moving forward with presenting a poster and the poster topic by **December 22, 2017**

**Grantee Profiles (Everyone):**

1. We would like you to create a profile of your CBD program. The purpose of this profile is to share a snapshot of your work with meeting attendees and it will be part of an ongoing slideshow played throughout the meeting. Using the attached template, please create your profile and return to your project officer **by January 26, 2018**.

Note the instructions are in the template itself along with one example slide. In case you delete the instructions, you can refer to them here:

1. Add a brief description, quotes or fun facts about your HRSA FORHP funded project in the bottom left text box. **Limit to no more than 50 words of text and set to Font: Franklin Gothic; Size 18.**  
[At the bottom of the text box include: **APM Attendees: Enter Name(s)**]
2. Insert an accompanying illustrative picture, image or graph in the right text box by clicking on the appropriate icon (note for pictures use the bottom left icon).
3. Save document as: "**Grant Number\_State**" for example: L20RH1234\_MD and e-mail this document to your Project Officer **by Jan. 26, 2018**

**Self-Nominations- CBD Rural Health Community Champion! (Optional):**

1. During the CBD All Programs Meeting, the HRSA Administrator, Dr. George Sigounas, will acknowledge the accomplishments of you and your peers during the Community Based Division (CBD) Rural Health Community Champion Recognition Ceremony. Organizations with winning self-nominations will be selected based upon self-nominations in seven categories. Please see attached for the self-nomination process and instructions. For programs interested in submitting for this recognition, self-nominations are due no later than **Wednesday, January 17, 2018**

2. Please see attached instructions for self-nominations. Please email your write-up to your Project Officer by **January 17, 2018**.

**Registration (Everyone):**

1. We encourage everyone to attend the conference in its entirety. Please note the Deadline = **January 5, 2018**
2. Register APM: <https://www.regonline.com/registration/Checkin.aspx?EventID=2039697>
3. Hotel Reservations: <https://www.marriott.com/hotels/travel/wasbn-bethesda-north-marriott-hotel-and-conference-center>

If you have any questions, please feel free to reach out to me.

Many thanks,

Cassie

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