

Event: IACUC 101 and IACUC 201 PLUS – Chicago, IL
Co-Sponsors: Northwestern University and Loyola University Medical Center
Date: Wednesday and Thursday, October 7 & 8, 2009
Time: Day 1: 7:30 am – 5:00 pm; Day 2: 7:30 – 4:45
Place: Avenue Hotel, 160 E. Huron Street, Chicago, IL 60611 (312-440-3764)

On Wednesday and Thursday, October 7 & 8, 2009 in Chicago, IL, Northwestern University and Loyola University Medical Center will co-sponsor a two-day program, IACUC 101 and IACUC 201 PLUS at the Avenue Hotel Chicago.

IACUC 101: "The Basics" is a full day didactic and interactive training course for new as well as seasoned IACUC members, IACUC affiliates including IACUC administrators, trainers, veterinarians, animal care staff, researchers, regulatory personnel, individuals responsible for their institution's animal care program and others interested in IACUC roles and responsibilities. The program is delivered by a top-notch faculty renowned for their expertise in institutional animal care and use issues and program development including representatives from both private and academic biomedical research institutions as well as the AAALAC, USDA and OLAW. The morning and early afternoon sessions will provide a basic yet comprehensive overview of the laws, regulations, and policies that govern the humane care and use of laboratory animals supplemented with examples and possible approaches for successful and effective administration. Current available resources to help IACUCs keep abreast of the latest information as well as take advantage of networking opportunities will also be covered. The materials and information provided during the course will be applied during the later afternoon session when students will be challenged to consider, deliberate and develop action plans for a variety of potential IACUC scenarios. Students receive an extensive resources manual as well as copies of relevant laws, regulations, policy and guides.

TENTATIVE AGENDA - IACUC 101

7:30 – 8:15 Registration and Continental Breakfast
8:15 – 8:30 Introduction
8:30 – 9:15 Historical Perspectives
9:15 – 9:55 Key Components
9:55 – 10:10 Break
10:10 – 10:50 Personnel Qualifications & Training
10:50 – 11:30 IACUC Functions
11:30 – 12:30 Lunch
12:30 – 12:45 Written Q & As – AAALAC, OLAW, USDA
12:45 – 1:40 Program Evaluations and Inspections
1:40 – 2:35 Protocol Review
2:35 – 2:50 Break

Transition to Round Table Set-up/No AV

2:50 – 3:40 Scenario Shorts - IACUC Deliberations - Students, Faculty, Mentors

Transition Back to Class Room Style/AV/Podium/Head Table etc

3:40 – 4:30 Scenario Responses – AAALAC, OLAW, USDA

4:30 – 5:00 Final Q & As, Evaluation Forms and Attendance Certificates

IACUC 201 PLUS: "The Process Plus Select Topics" is a highly interactive program that takes the fundamentals of IACUC 101 and applies them to the process and mechanisms of ensuring compliance. The morning session is divided into 3 tracts based on an individual's IACUC role, responsibility and interests. Each tract focuses on the various possible approaches for conducting protocol review, program review and facility inspection within the requirements of the law, regulations and policy. The entire group re-convenes to listen to a complex IACUC scenario delivered by program faculty with multiple opportunities for audience questions and responses from USDA, OLAW and AAALAC representatives.

Like the morning session, the afternoon session is divided into 3 tracts based on an individual's IACUC role, responsibility and interests. Program faculty will facilitate discussions on 3 selected areas, the nature of which will be based on current trends, regulatory climate and/or timely "hot-topics" of interest to the biomedical research community. Topics may vary course to course.

The program concludes with open questions and answers to representatives of OLAW, USDA and AAALAC, completion of program evaluations and distribution of attendance certificates.

Standard Agenda for the IACUC 201 PLUS: The Process Plus and Special Topics Day 2

Day Two: IACUC 201 PLUS: The Process Plus Select Topics

7:30 – 8:15 Registration and Continental Breakfast

8:15 – 8:30 Welcome and Review of the 201 Program

Concurrent Tracts

#1: Coordinators/Administrators/Support Staff, Non-Scientists and Community Members

#2: IACUC Leadership: Institutional Officials, Chairs, Attending Veterinarians

#3: Scientists and Veterinarians

8:30 – 9:15

Track #1: Protocol Review – Rm.1

Track #2: Program Review – Rm. 2

Track #3: Facility Inspection– Rm. 3

9:15– 9:20 Faculty Transition

9:20 – 10:05

Track #1: Facility Inspection– Rm.1

Track #2: Protocol Review– Rm. 2

Track #3: Program Review– Rm. 3

10:05 – 10:30 Break and Faculty Transition

10:30 – 11:15

Track #1: Program Review– Rm.1

Track #2: Facility Inspection– Rm. 2

Track #3: Protocol Review– Rm. 3

11:15 – 11:20 All Group Transition to Major Assembly Area

11:20 – 12:40 Faculty Mock IACUC and Case Scenarios; related audience Q&A's

12:40 – 1:30 Lunch

(Note: Afternoon session topics are subject to change.)

1:30 – 2:15

Track #1: PAM – Rm.1

Track #2: Training – Rm. 2

Track #3: Non-Compliance – Rm. 3

2:15 – 2:20 Faculty Transition

2:20 – 3:05

Track #1: Non-Compliance – Rm.1

Track #2: PAM – Rm. 2

Track #3: Training – Rm. 3

3:05 – 3:25 Break and Faculty Transition

3:25 – 4:15

Track #1: Training – Rm.1

Track #2: Non-Compliance – Rm. 2

Track #3: PAM – Rm. 3

4:15 – 4:45 Final Q&A's – OLAW, USDA and AAALAC; Evaluation Forms and Attendance Certificates

REGISTRATION AND REGISTRATION FEE

The registration form below must be completed and returned to Northwestern University, 750 N. Lake Shore Drive, Suite 700, Chicago, IL 60611 or Loyola University Medical Center, 3160 S. First Ave., Bldg. 120, Maywood, IL. 60153 along with registration fee. The entire registration fee must accompany the registration form; **make checks payable to Northwestern University, Attn: OPRS/IACUC - "IACUC 101 Series Conference"**. Minimum and maximum enrollments have been established so please register early.

Individuals that attend both IACUC 101 and IACUC 201 PLUS will be offered a registration rate that is reduced by \$150.00.

Registration for the TWO day program: IACUC 101 AND IACUC 201 PLUS

Early Registration: \$375.00/participant postmarked by Monday, September 14th.

Late Registration: \$400.00/participant postmarked after Monday, September 14th.

Registration for a ONE day of the two day program: IACUC 101 OR IACUC 201 PLUS

Early Registration: \$275.00/participant postmarked by Monday, September 14th.

Late Registration: \$300.00/participant postmarked after Monday, September 14th.

MAKE CHECKS PAYABLE TO: Northwestern University, Attn: OPRS/IACUC – "IACUC 101 Series Conference".

Cancellations

Cancellations submitted in writing prior to Friday, September 18th are necessary for reimbursement of *one half of the registration fee*. Cancellations after Friday, September 18th will not be refunded.

Registration fee includes attendance at all sessions, continental breakfast, refreshment breaks, lunch, course syllabus and hard copy materials, and other amenities involved in creating a rewarding learning experience.

Northwestern University reserves the right to cancel all programs and return all fees. Liability is limited to the course fee. Northwestern University will not be responsible for any losses incurred by registrants including, but not limited to, airline cancellation charges or hotel deposits. The program agenda is subject to change without notice.

Participation of women, racial/ethnic minorities and persons with disabilities, and other individuals, who have been traditionally underrepresented in science, is encouraged.

Funding for this conference was made possible in part by the Office of Laboratory Animal Welfare, NIH. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Department of HHS; nor does mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.

SPECIAL NEEDS AND/OR QUESTIONS:

If you have special needs, require special accommodations or accommodation questions, please contact the hotel directly. If you have any questions about the conference, please contact the Hosting Institutions: Northwestern University at 312-503-9339, Loyola University Medical Center at 708-216-5997, or Mary Lou James, Consultant, Regulatory Compliance, St. Louis, MO at (314) 997-6896, E-mail: mljames@mo.net.

CONFERENCE LOCATION AND LODGING

Avenue Hotel Chicago, 160 E. Huron Street, Chicago, IL 60611, Office: 312-440-3764, Fax: 312-787-6093, www.avenuehotelchicago.com.

A limited number of rooms at a conference rate of \$176.00 per night are available for IACUC 101 and IACUC 201 Plus. Reservation must be completed prior to September 7, 2009. Indoor self-parking is available on a first-come first-serve basis for \$20/day or \$48/overnight. Please mention **IACUC 101-201** when making reservations.

PARKING DIRECTIONS and FEES

Covered parking is provided in the same building as the hotel. Fees: \$48 overnight or \$20 per day.

DIRECTIONS:

From O'Hare International Airport or Midway Airport:

Visit Mapquest: <http://www.mapquest.com/>

Under Get a Map at Find a Business – click on the “airplane” icon to find the directions for either Illinois Airports.

Other maps: please visit the maps page of the Avenue Hotel's website to view directions to the hotel: <http://www.avenuehotelchicago.com/maps/index.cfm>: this page has a map linked to Google Maps.

REGISTRATION FORM: - PLEASE TYPE OR PRINT LEGIBLY!

Check off the program(s) you would like to attend:

<input type="checkbox"/>	IACUC 101 AND 201 PLUS on October 7 & 8, 2009
<input type="checkbox"/>	IACUC 101 ONLY on Wednesday, October 7, 2009
<input type="checkbox"/>	IACUC 201 PLUS ONLY on Thursday, October 8, 2009

PLEASE COMPLETE ALL THE FOLLOWING INFORMATION so you can be assured advanced receipt of course information and proper assignment to a mock IACUC:

NAME				
	First	M.I.	Last	Degree(s)
COMPANY/INSTITUTION				
BUILDING/ STREET				
CITY		STATE		ZIP CODE
PH		FAX		
e-mail				
*If you do not have access to e-mail, PLEASE indicate another method including alternate e-mail addresses for providing you with pre-course materials BELOW :				
*Alternate address				
Please indicate your IACUC Title/Affiliation BELOW: DO NOT WRITE "IACUC member". Examples: Chair, Scientific Member, Non-Scientific member, Attending Vet, Coordinator/Administrator, Community Member, Scientist, Trainer, Biosafety Rep, etc.. Or if you do not have a "direct" affiliation, write "Other: Veterinary Technician or Animal Care Professional or OHS rep or Trainer or Legal rep, etc."				
IACUC Title/Affiliation:				
Number of Years IACUC Experience:				

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PAYMENT OPTIONS:

I will attend BOTH IACUC 101 AND IACUC 201 PLUS.
I will pay a registration of \$375.00 prior to September 14.
I will pay a registration of \$400.00 after September 14.

OR

I will attend ONLY IACUC 101.
I will pay a registration of \$275.00 prior to September 14.
I will pay a registration of \$300.00 after September 14.

OR

I will attend ONLY IACUC 201 PLUS.
I will pay a registration of \$275.00 prior to September 14.
I will pay a registration of \$300.00 after September 14.

I will pay for my registration by:

Check	Payable to <u>Northwestern University, Attn: OPRS/IACUC – “IACUC 101 Series Conference”</u> <i>(Payments must be in US funds and payable on a US bank)</i>	
Money Order		
Purchase Order	Enter P.O. #:	
Master Card		
VISA		

(If applicable) Sorry, American Express and Discover are not accepted.

NAME (as it appears on the Credit Card. Please print)					
CREDIT CARD Number					
3 digit verification on back right of card:					
EXPIRATION DATE					
AMOUNT to be charged to card					
CARDHOLDER SIGNATURE					
BILLING ADDRESS for credit card					
BUILDING/STREET					
CITY		STATE		ZIP CODE	

MAKE CHECKS PAYABLE TO: Northwestern University, Attn: OPRS/IACUC – “IACUC 101 Series Conference”

DETACH REGISTRATION AND MAIL, FAX OR SCAN TO:

Northwestern University OPRS – IACUC 750 N. Lake Shore Drive, Suite 700 Chicago, IL 60611 Phone: 312-503-3569 Fax: 312-503-0112 Email: acuc-pinotification@northwestern.edu	Loyola University Medical Center Office for Research Services 2160 S. First Ave. – Bldg. 120, Room #300 Chicago, IL 60153 Phone: 708-216-5997 Fax: 708—216-9399 Email: cpaulus@lumc.edu
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