Important Information for Open Registration

Advancing Residency Coordinator Boot Camp Course Participants

Directions and Hotel Information

The hotel address, phone number, URL, room rate and room rate cut-off date are posted on our web site at http://hcmarketplace.com/advancing-residency-program-coordinator-boot-camp. The hotel’s website will give detailed directions to the hotel as well as information about the location.

Please call the hotel directly to make a room reservation. Be sure to identify yourself as an HCPro Boot Camp participant. Make your reservation before the cut-off date to ensure the best rate. After the cut-off date, contact the hotel to determine room availability and rates.

Course Materials

When you arrive at class, you will receive workbooks containing the class materials utilized throughout the boot camp. These workbooks are yours to keep, so plan accordingly and allow enough room in your luggage on the return trip home. You may also ship workbooks from the hotel at your own expense.

What to Bring to Class

Please bring the following to all classes:

- Copy of 5 years of recruitment data from your program (i.e., number of candidates interviewed, number of foreign medical graduates, USMLE scores, female-male ratio, geographic location of residents’ medical school, original ranking list and where candidate ended up on final ranking list)
- Examples of any specific topics from your program that relate to the modules (e.g., if you have a coordinator mentoring program)
- Two highlighters of different colors
- Notepaper
- Pen/pencil
- Laptop for day 2 activities (not required but highly recommended)
Classroom Time

This is an intensive course. Other than breaks, we will be in class from 8:00 a.m. to 4:30 p.m. each day. If the class gets behind, class may run later than 4:30 p.m. Cell phone use during class is strictly prohibited.

Lunch

We typically provide coffee in the morning, lunch on the first day of the program, and drinks and snacks in the afternoon. Everyone is on their own for lunch on day two. Note that many hotels do not have restaurants on-site. If you are flying to the course, we generally recommend renting a car.

Dress

Business attire is not necessary. Please dress comfortably. Also, we find that the classrooms are sometimes on the cool side, even during the warmer months. You may be more comfortable if you bring a sweater or sweatshirt in case you get cold.

Contact Information

If you have any questions about the Boot Camp program, please contact:

Customer Service
(800) 650-6787 phone
(800) 785-9212 fax
http://www.hcprobootcamps.com/

We Look Forward To Having You In Class!