



Substance Abuse and Mental Health Services Administration  
Minority Fellowship Program  
American Nurses Association

## **SAMHSA MFP/ANA 2024 Intensive Training Institute (ITI) 50<sup>th</sup> Anniversary**

### **FREQUENTLY ASKED QUESTIONS**

#### **1. What are the dates of the 2024 in-person training?**

The training will be held from July 24 to July 28. Although July 24 is designated as a travel day, Badge Pick-Up will be available from 5:00-7:00 PM for attendees during this time.

#### **2. Do I have to attend the Intensive Training Institute?**

Yes, the ITI is a mandatory training for current Fellows. Per your appointment letter, over the course of the year, the MFP/ANA will sponsor a series of mandatory educational activities including webinar training, and a 3-day Intensive Training Institute (ITI). Speakers/lecturers for these activities will be leaders in their specific areas who are dedicated to guiding and supporting MFP/ANA Fellows in becoming expert clinicians, educators, researchers, and health policy experts. Your participation in these learning activities is a required component of your Fellowship.

#### **3. What are the consequences if I am unable to attend?**

Fellows are asked to submit a letter to the National Advisory Committee requesting an excused absence and stating the reason for their inability to attend. Please email your letter to [janet.jackson@ana.org](mailto:janet.jackson@ana.org). It's important to note that the National Advisory Committee reviews Fellows' end-of-semester progress reports, transcripts, and attendance at mandatory educational offerings at the end of the grant year to determine whether the Fellows' progress merits reappointment, if applicable, for another year.

#### **4. What time does the Intensive Training Institute start?**

The ITI is slated to begin at 8:00 AM and ends at 8:00 PM each day, except Sunday, July 28, when it will close no later than 1:00 PM. There will be wellness breaks on your own throughout each day.

#### **5. What is the cost to attend?**

There is no cost for current Fellows to attend, but registration is required. The cost of Fellows' hotel accommodations, travel, and meals (breakfast, lunch, and dinner) are paid by the MFP/ANA.

## **6. How do I register?**

Registration is currently open and will close at midnight (11:59 PM ET) on **Friday, May 24, 2024**. To register, please visit this [link](#).

## **7. Can I bring a guest?**

Please read the policy statement on the ITI events page, as no one under 18-years-old is permitted in the educational sessions. All guests must be included on the Fellow's registration form. Guests are responsible for their own hotel accommodations, travel, and meals.

## **8. Can I register in person at the event?**

No, registration must be completed in advance using the [online registration form link](#). Onsite registration will not be available.

## **9. Where is the Intensive Training Institute being held?**

The host hotel is the Hyatt Regency Washington on Capitol Hill, 400 New Jersey Avenue, NW, Washington, DC 20001

## **10. How do I book my hotel reservations?**

A block of rooms has been reserved at the Hyatt Regency Washington on Capitol Hill. To secure your room, please complete the Hotel Accommodations section on the online registration form. A confirmation number for your hotel reservation will be emailed to you closer to the meeting date.

While the cost of the room and tax for current Fellows will be charged to the MFP/ANA Master Account, each registrant will be required to provide a credit card at check-in to cover any incidental charges.

## **11. Can I make my own hotel reservations?**

No, hotel reservations must be made through the online registration form for the MFP/ANA 2024 Intensive Training Institute. Please click [here](#) for the registration form and go to the Hotel Accommodations section to reserve your room.

## **12. Is parking available at the hotel?**

Self-parking is not available at the Hyatt Regency Washington on Capitol Hill, only Valet parking. For current rates, please visit click [here](#).

### 13. How do I book my travel reservations?

For airline and train reservations, please book through ANA's travel partner, Direct Travel, using Concur, ANA's online travel website. July 24 is designated as a travel day, providing Fellows adequate time to arrive in DC, check in the hotel, rest, get acclimated to any time differences and prepare to attend the 9:00 AM session on Thursday, July 25.

Individuals choosing to drive will be reimbursed for their round-trip mileage at the federal rate upon receipt of proof of mileage driven at point of origin to the Hyatt Regency Washington on Capitol Hill. Hotel parking will also be reimbursed upon receipt of parking receipts for approved travel dates. Receipts can be emailed to [mfp@ana.org](mailto:mfp@ana.org).

The SAMHSA grant does not reimburse for gas or rental cars.

#### **To make your airline and train reservations, please follow the steps below:**

##### **STEP 1: REGISTER FOR AN ONLINE ANA TRAVEL ACCOUNT: [CLICK HERE!](#)**

- Non-staff new users use [firstname.lastname@anatravel.org](mailto:firstname.lastname@anatravel.org) for Concur Login.
- Once submitted, you will receive an email notification. If you do not receive the email notification, please contact the Support Desk phone number listed below.
- If you have ANY difficulties registering, please directly contact **Direct Travel Online Support Desk at 800-999-7939 for assistance. Press 1 (Concur) for help.** Concur is managed by an external travel provider (not by ANA) called Direct Travel.
- See the attached document "ANA Direct Travel Information" for an overview of Direct Travel services and frequently asked questions.

##### **STEP 2: BOOK YOUR TRAVEL:**

**All ANA business travel MUST BE booked by using Concur (ANA's online travel site).** Please book at least 21 days before the meeting (July 3, 2024) to ensure the best rate possible.

**Budget Code needed to book your flight: [103-70-0700-023](#)**

**Website to book your travel: <https://www.concursolutions.com>**

- If you have forgotten your password/user name, click the link "Forgot username" or "Need help signing in" on the login page.
- Need assistance with ANYTHING related to the online booking site? Contact Direct Travel Online Support: [onlinetoolsupport@dt.com](mailto:onlinetoolsupport@dt.com) or 800-999-7939.

- [General Training Video on using the Concur Website](#)

**14. Is there a dress code?**

Business casual attire and comfortable shoes are appropriate. It is also recommended that you bring a light jacket or sweater for the air-conditioned hotel meeting rooms.

**15. What is expected of Fellows during the educational offerings?**

Fellows are expected to attend all sessions, be on time, actively listen and participate.

**16. Do I need to bring a laptop?**

Yes

**17. Will the internet be provided?**

Internet will be provided in the meeting rooms.

**18. Can I get professional credits for participating in the MFP/ANA educational offerings?**

Continuing Nursing Education (CNE) units are offered upon completion of a survey at the end of the Intensive Training Institute.

**19. Will I get a certificate of attendance at the 2024 Intensive Training Institute?**

If Fellows need a certificate of attendance, please email your request to [mfp@ana.org](mailto:mfp@ana.org).

**20. Will speaker presentations be available after the event?**

Speakers who have given the MFP/ANA permission to record and use their Power Point presentations for training purposes will be posted on the website. However, speakers who the MFP/ANA has entered into a legal contract may not allow their sessions to be recorded or posted afterwards. Doing so, will cause a breach of the MFP/ANA contract and hefty fine. Therefore, Fellows are asked to adhere to the guidelines that will be posted regarding the recording of sessions.