



Important Information for Open Registration Residency Coordinator Boot Camp Course Participants 2021 Version

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 <https://hcmarketplace.com/residency-program-coordinator-boot-camp>. The hotel's website will give detailed directions to the hotel as well as information about the location.

When making your hotel reservation online or via phone, please be sure to identify yourself as an HCPro Boot Camp participant. Make your hotel reservation before the published hotel cut-off date to ensure the best rate.

Course Materials

When you arrive at class, you will receive a workbook containing the class materials utilized throughout the boot camp. This workbook is 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.

Use of Laptop Computers or Electronic Devices

If you have access to a laptop or tablet you may bring it to class to follow along, but you may wish to consider the power and wireless needs of your device. **Many conference rooms do not have plug-ins situated conveniently to the tables so you must ensure you have sufficient battery power.** HCPRO does not purchase group wireless access for the conference rooms, but many hotels provide free wireless access. You may wish to confirm your connectivity options prior to arriving at the hotel. Please be courteous in your use of electronic devices. Use of electronic devices should not disrupt the class or disturb other participants. HCPRO is not responsible for lost, stolen or damaged devices. Maintaining the security and safety of your device is your responsibility. Cell phone use during class is strictly prohibited.

What to Bring to Class

Please bring the following to all classes:

- Two highlighters of different colors
- Notepaper
- Pen/pencil
- Optional (also can bring electronic version)
 - Copy of one evaluation form used in your residency training program
 - Copy of goals and objectives for one clinical activity or experience
 - Copy of the current Common Program Requirements
 - Copy of your current clinical specialty Program Requirements

Classroom Time

This is an intensive course. Other than breaks, we will be in class from 8:00am to 5:00pm each day. If the class gets behind, class may run later than 5:00pm. Cell phone use during class is strictly prohibited.

Contains Time Sensitive Information – Please Read Immediately

Lunch

We typically provide coffee in the morning and drinks and snacks in the afternoon, everyone is on their own for lunch.

Note that many hotels do not have restaurants on-site. If you are flying to the course, we generally recommend renting a car, or investigating availability of hotel shuttle or ride share.

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.

Course Materials Copyright

All materials are copyrighted to HCPRO and cannot be duplicated without written consent.

Cancellation and Transfer Policy

For our cancellation and transfer policy, visit our website at <http://hcmarketplace.com/cancellations>.

COVID Safety

Simplify Compliance places the highest priority on the safety of our guests. We will follow safety guidelines and advisements for meetings as outlined by the CDC and the WHO, as well as state and local mandates. In preparation for attendance at our events, we want to share the following measures to promote health and wellbeing.

- At this time, all hotel guests are required to wear a mask while in public areas of the hotel and anywhere that social distancing measures cannot be met.
- Meeting rooms will be set to comply with CDC, WHO, and applicable locally recommended social distancing guidelines.
- Food service will follow the safety guidelines implemented by the hotel.

To view all the safety measures that the host hotel has implemented, please see the information listed on their website.

Simplify Compliance will continue to monitor the COVID-19 environment, the recommended guidelines, and communicate adjustments to the onsite policies and procedures as we approach the live event date.

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://hcmarketplace.com/product-type/boot-camps>

We look forward to having you in class!