



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

SAMHSA MFP/ANA 2025 Intensive Training Institute (ITI)

FREQUENTLY ASKED QUESTIONS

1. What are the dates of the 2025 in-person training?

The training will be held from August 13 -17. Although August 13 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, 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. 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 scheduled to begin at 8:00 AM and ends at 8:00 PM each day, except Sunday, August 17 which is slated as a travel day. Fellows will receive breakfast and have an opportunity to network until their flight departure up until 12:00pm. There will be 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 accommodation, 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, June 6**. To register, please visit this [link](#).

7. Can I bring a guest?

Guests are not permitted to attend educational sessions, and no one under 18 is allowed at any time. Please review the full policy on the ITI events page. If you plan to bring a guest, they must be included on your registration form. Guests are responsible for their own hotel accommodations, travel, and meals.

The graduation ceremony and dinner on Saturday, August 16 are designed for participants, and space is limited. While each participant **may request** to bring **one** guest (18+), guest attendance is subject to availability and not guaranteed. A guest fee of **\$150** applies, and guests must complete the ITI Registration Form in advance. Guest spots will be approved on a first-come, first-served basis.

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 Sheraton Inner Harbor Hotel, 300 South Charles Street, Baltimore, MD 21201.

10. How do I book my hotel reservations?

A block of rooms has been reserved at the Sheraton Inner Harbor hotel. 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.

Check In: 4:00pm

Check-Out: 11:00am

11. Can I make my own hotel reservations?

No, hotel reservations must be made through the online registration form for the MFP/ANA 2025 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?

On site parking is available.

Daily: \$40.00

Electric car charging stations are available based on availability.

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. August 13 is designated as a travel day, providing Fellows adequate time to arrive in Baltimore, MD, check in the hotel, rest, get acclimated to any time differences and prepare to attend the 9:00 AM session on Thursday, August 14.

The closest airport near the Sheraton Inner Harbor Hotel is the Baltimore Washington International Thurgood Marshall Airport (BWI). BWI is located approximately 12.0 miles from the Sheraton Inner Harbor Hotel.

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 Sheraton Inner Harbor Hotel. Hotel parking will also be reimbursed upon receipt of parking receipts for approved travel dates. Receipts can be emailed to mfp@ana.org.

The SAMHSA grant does not reimburse gas or rental cars.

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 2025 Intensive Training Institute?

If Fellows need a certificate of attendance, please email your request to 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 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.

21. Accessibility Information

For information about the physical features of accessible rooms, common areas or special services related to a specific disability, please call the Sheraton Inner Harbor Hotel, 410.962.8300.