



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

## **SAMHSA MFP/ANA 2023 in-person Intensive Training Institute (ITI)**

### **FREQUENTLY ASKED QUESTIONS**

**1. What are the dates of the 2023 in-person trainings?**

Thursday, June 22 through Sunday, June 25

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

Yes, the ITI is a mandatory training. Per your appointment letter, over the course of the year, the MFP/ANA will sponsor a series of mandatory educational activities including webinar trainings, 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 requested to write a letter to the National Advisory Committee members requesting an excused absence to include the reason you are unable to attend. Email your letter to [janet.jackson@ana.org](mailto:janet.jackson@ana.org). Keep in mind that the National Advisory Committee members reviews Fellows end-of-semester progress reports, transcripts, attendance at mandatory educational offerings at the end of the grant year to determine if the Fellows progress merits reappointment, if applicable, for another year.

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

The ITI on-site registration and check-in will begin at 7:00am on Thursday, June 22. The remaining days will begin at 8:00am each day with breakfast with the educational sessions ending around 4:00pm. There will be wellness breaks on your own throughout the day with Fellows gathering for dinner each evening from 6:00 – 8:00pm. The ITI will close on Sunday, June 25, with box lunches-2-go.

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

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

**6. How do I register?**

Registration is open March 31 through midnight /ET June 19, 2023 at

<https://forms.office.com/r/79NDNRyVRT>

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

Please read the policy statement on the ITI events page, no one under 18-years-old is allowed in the educational sessions. Additionally, due to budget constraints, any guests accommodating Fellows are responsible for their hotel accommodations, travel, and meals.

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

No, all participants must be pre-registered.

**9. Where are the trainings being held?**

The host hotel is the Hilton Washington DC National Mall, The Wharf at 480 L'Enfant Plaza SW, Washington, DC 20024

Phone: 202.484.1000

The Hill Day activities will take place on the Hill. However, if you have a virtual meeting scheduled with your Representative, this can take place in the hotel. The community engagement activity slated for Saturday, June 24, and will take place outside the host hotel. Local ground transportation will be provided.

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

A block of rooms has been reserved at the Hilton. The online registration form asks for participants to include their hotel accommodations request.

Confirmation of hotel reservations will be emailed after registration closes.

Although Fellows hotel accommodations (room and tax) will be charged to the MFP/ANA master account, each registrant will be asked for a credit card at the time of check in for any incidentals above room and tax charged to your room.

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

To get the MFP/ANA discounted rate, it is recommended that Fellows make their hotel reservations using the MFP/ANA registration form. However, if Fellows have already made their reservations directly through the Hilton/Wharf, a copy of the paid receipt should be emailed to [mfp@ana.org](mailto:mfp@ana.org) for reimbursement

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

Self-parking is not available at the Hilton/Wharf , only Valet parking at a discounted rate.

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

Airline and train reservations should be booked through ANA's Direct Travel Service. Contact [jetsetters@dt.com](mailto:jetsetters@dt.com) with your request. ANA representatives have been provided with a list of the approved travelers and travel dates. June 21 is considered a travel day, allowing for Fellows adequate time to arrive in DC, check in the hotel, rest, get acclimated to any time difference and prepared to attend the 9:00am Hill briefing on June 22.

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 Hilton/Wharf. Hotel parking will also be reimbursed upon receipt of parking receipts for approved travel dates. Parking is not covered for those who book an airline reservation through the MFP and decide to rent a car. Receipts can be emailed to [mfp@ana.org](mailto:mfp@ana.org)

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

**14. Are meals reimbursable?**

The MFP/ANA will not reimburse food related expenses on days where meals are provided unless documentation detailing dietary restrictions is provided in advance.

**15. 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.

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

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

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

Yes

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

Internet will be provided in the meeting rooms.

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

Yes

**20. Will I get a certificate of attendance at the 2023 Intensive Training Institute?**

Fellows completing the CNE survey will receive a CNE certificate; however, if Fellows need an additional certificate of attendance, please email your request to [mfp@ana.org](mailto:mfp@ana.org)

**21. 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.