



STUDENT NATIONAL MEDICAL ASSOCIATION
NATIONAL LEADERSHIP INSTITUTE – OFFICER TRAINING
FRIDAY - SATURDAY
June 27-29, 2008
UNIVERSITY OF MARYLAND SCHOOL OF MEDICINE
BALTIMORE, MARYLAND

Dear Chapter Presidents and Board of Directors,

Your attendance is requested at this year's *National Leadership Institute – Officer Training Session*, Friday, June 27 – Sunday, June 29, 2008 in Baltimore, MD. The host for this quarter's meeting is the University Of Maryland School Of Medicine. This training session is geared towards local, regional, and national officers. **We especially invite 3rd and 4th year students that are interested in learning about visiting clerkships, electives and other opportunities offered by one of the premier academic health centers in the country.**

The *Officer Training Session* will focus on providing our local leadership with the skills necessary to fulfill the goals of SNMA as well as the individual goals of your chapter and members. SNMA has a strong and important mission focusing on both the advancement of our membership and the betterment of our community. It is only through the efficient workings of your chapter that these goals will be met. With this in mind, the schedule for the weekend includes several transition meetings to educate chapter officers on their important roles, a series of workshops on topics that are pertinent to chapter dynamics, and insightful sessions on SNMA's structure and history.

The weekend's schedule is also adapted to allow for every participant's attendance at the June Board of Directors meeting, held quarterly and currently scheduled as the backbone of the National Leadership Institute. Whether a national, regional, or local leader, you will be able to witness the managerial aspects of our national organization and will be invited to provide input to your elected leaders that represent your collective interests. This meeting will hopefully serve as a prelude for you to join us for our *Member Training Session* scheduled for September 2008, where we seek to cultivate our current SNMA members.

Please submit the attached registration form and review tentative schedule. If you have any questions, please feel free to email Rory Goodwin at nli@snma.org. We recognize every officer has time constraints and we do support your efforts to attend this effort. Please also let us know if you need a letter of support to provide your school or potential travel sponsors. SNMA thanks you for your continued pursuit of excellence and the drive that you put forth daily – it is because of you that SNMA remains in existence and fulfills its mission.

Sincerely,

Lisa Green
National President, 2008-2009



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***Officer Training Session - Tentative Agenda
 Friday-Sunday, June 27-29, 2008***

| Time | National Officers | Regional and Local Officers | Pre-medical Students |
|-------------------------------|---|--|---|
| Friday, June 27, 2008 | | | |
| 8-9a | Breakfast / Introductions and Icebreakers | | |
| 9-10a | Non-profit Leadership and the Corporate World | | |
| 10-11a | SNMA Headquarters | | |
| 11a-12p | Regional Finance and Investments | | |
| 12-1p | SNMA Constitution and Policy | | |
| 1-2:30p | Working Lunch – RD 101 & National Committee Discussions | | |
| 2:30-5p | | | |
| 5-7p | Registration | Registration | Registration |
| 6p | Welcome from SNMA Leadership and Host Administration | Welcome from SNMA Leadership and Host Administration | Welcome from SNMA Leadership and Host Administration |
| 6:30-7:30p | Dinner with Featured Speaker Dr. Willarda Edwards | Dinner with Featured Speaker Dr. Willarda Edwards | Dinner with Featured Speaker Dr. Willarda Edwards |
| 7:30p | <i>Common Vision 2008-2009 – Executive and Corporate Agenda</i> | <i>Common Vision 2008-2009 – Executive and Corporate Agenda</i> | <i>Common Vision 2008-2009 – Executive and Corporate Agenda</i> |
| 7:45p | <i>Leadership Etiquette</i> | <i>Leadership Etiquette</i> | <i>Leadership Etiquette</i> |
| 8p | Social Event – African American Heritage Festival | Social Event – African American Heritage Festival | Social Event – African American Heritage Festival |
| 10p | Social Event | Social Event | Social Event |
| Saturday, June 28 2008 | | | |
| 7:30 – 10a | Registration/ Breakfast | Registration/ Breakfast | Registration/ Breakfast |
| 8-9a | Roundtable Discussions | Roundtable Discussions | Roundtable Discussions |
| 9-9:30a | <i>History of SNMA</i> | <i>History of SNMA</i> | <i>History of SNMA</i> |
| 9:30a- 10:00a | National Library of Medicine | National Library of Medicine | <i>MAPS 101</i> |
| 10:00- 11:00a | National Library of Medicine | National Library of Medicine | National Library of Medicine |
| 11:00a- 12:00p | National Committee Meetings & Regional Director Meeting | Position Breakout Meetings – Presidents, Treasurers, Community Service, Historian/Secretary, Policy/Advocacy, MAPS Liaisons | Tours of Host Institution |
| 12:-12:30p | <i>How to Lead an Effective Meeting: Parliamentary Procedures</i> | <i>How to Lead an Effective Meeting: Parliamentary Procedures</i> | |
| 12:30-2p | Lunch with Featured Speaker Dr. Trudy Hall | Lunch with Featured Speaker Dr. Trudy Hall | Lunch with Featured Speaker Dr. Trudy Hall |



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| Saturday, June 28 2008 | | | |
|------------------------|---|---|---|
| 2-3p | Board of Directors Meeting | Open for BOD meeting attendance | <i>Medical School Admissions</i> |
| 3-4p | | Open for BOD meeting attendance | <i>Timeline for Success</i> |
| 4-5p | | <i>Budgeting and Fundraising Basics</i> | <i>Q&A Panel – Specialties and Joint Degrees</i> |
| 5-6p | | <i>SNMA Constitution and Policy</i> | <i>Research and extra-curricular; interviewing, personal statements</i> |
| 7:30-9:30p | Dinner with Featured Speaker E. Albert Reece, MD, PhD, MBA Dean, University of Maryland School of Medicine | Dinner with Featured Speaker E. Albert Reece, MD, PhD, MBA Dean, University of Maryland School of Medicine | Dinner with Featured Speaker E. Albert Reece, MD, PhD, MBA Dean, University of Maryland School of Medicine |
| 10p | Social Event | Social Event | Social Event |
| Sunday, June 29, 2008 | | | |
| 9-10a | Breakfast – Inspirational | Breakfast – Inspirational | Breakfast – Inspirational |
| 10a-2p | Board of Directors Meeting | Board of Directors Meeting (Optional Attendance) | Board of Directors Meeting (Optional Attendance) |

*Information on designated hotel, travel, and parking will be posted on the website –
 check www.snma.org for more information.
 Email NLI@snma.org with any questions or concerns.*



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HOTEL

Hampton Inn Baltimore - Camden Yards
550 Washington Boulevard
Baltimore, Maryland 21230
410-685-5000

Friday Activities:
Health Sciences Facility I &
Medical School Teaching Facility
Entrance on 685 West Baltimore Street

MEETING LOCATION

University of Maryland School of Medicine
Baltimore, Maryland 21201

Saturday & Sunday Activities:
Health Sciences Facility II
700 West Lombard Street

RATES

\$148.00 per night (based on double occupancy). Efforts will be made by the University of Maryland to subsidize some cost of hotel stay, but this is not guaranteed.

INDIVIDUAL HOTEL RESERVATIONS

Guests will be responsible for making their own reservations through the SNMA. The hotel cut-off date for reserving rooms is **Friday June 13, 2008**. All reservations must be made with the Student National Medical Association. All blocked rooms not reserved will be released to the hotel for general sale at prevailing rates. Additions or revisions requested before or after the cut-off date will be accepted subject to room and rate availability. Guests will be responsible for incidental charges. All reservations must be guaranteed by credit card at the point of booking.

CHECK-IN / CHECK-OUT POLICY

Check in time at the hotel is 3:00 pm. Check-out time is 12:00 pm. All guests arriving before the designated check-in time will be accommodated as soon as appropriate rooms become available.

HOTEL AMENITIES

Wireless internet is complimentary for hotel guests. Breakfast is complimentary daily from 6am-10am. The hotel also has a fitness center, pool, jacuzzi and complimentary laundry facility on the lower level.

TRAVEL

For most convenient arrival, please use **Baltimore Washington International (BWI) Thurgood Marshall Airport**. Participants should make their travel plans after 3pm on Sunday afternoon or evening in order to allow for appropriate length of the Board meeting. BWI Airport is 10 miles from the Hampton Inn Baltimore Camden Yards Hotel, and drive time from the hotel to the airport is 15 minutes.

Public Transportation: Maryland Transit Administration (MTA) Light Rail: \$1.60 each way

Taxicab: Approximately 23.00 one-way

Super Shuttle: 18.00 one-way

PARKING

\$26.00/day (in and out privileges)

ATTIRE

Business



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REGISTRATION FORM

Name: _____
Last First Middle Initial

Address: _____

Phone Number: () _____ Email: _____

School: _____ Year of Graduation: _____

___ Medical Student ___ Other _____

SNMA Position: _____ (Please specify National, Regional, or Local)

Membership #: _____

I will be attending the *National Leadership Institute – Officer Training Session* on (check all that apply):

- All days Date/Time of Arrival: _____
 Friday (6/27)
 Saturday (6/28) Date/Time of Departure: _____
 Sunday (6/29)

Lodging/Housing:

- I will be staying at the designated hotel.
 I will be rooming with: _____
 I need a roommate.
 I will not be staying at the hotel and have obtained accommodations locally

Parking:

- I will need daytime parking
 I will need overnight parking

I have the following food requirements/limitations: _____

I have the following access/handicapped requirements/limitations: _____

Please return your completed form by Friday, June 13, 2008 to:
SNMA National Headquarters
via email: NLI@snma.org or via fax: 202-882-2886