

**Greater Chicago Internal Medicine Board Review Course
2024 Faculty
Key Due Dates**

KEY DATES	TASKS
<input type="checkbox"/> Within 1 week- of receiving forms	<p>Confirm Your Participation Within 1 week of receiving your invitation, complete & sign contract, W9, and other required forms. Due date Feb 16, 2024.</p>
<input type="checkbox"/> Within 1 week of receiving Convey instructions e-mail	<p>Provide Disclosures After ACP confirms your participation, you will receive an e-mail with instructions to complete your disclosures using the Convey Global Disclosure System. Due date Feb 23, 2024</p> <p>If technical assistance is needed, please contact: conveysupport@aamc.org</p>
<input type="checkbox"/> March 2024	<p>Arrange Travel By approximately mid-March, ACP will provide information for making your travel arrangements. Please promptly schedule your transportation and book for the best selections and rates. Hotel arrangements will be made for you by ACP. Visit ACP Speaker Resources for faculty travel & housing and instructions.</p>
<input type="checkbox"/> March-May 2024	<p>You will be required to review your slides from March 4th - March 18th. Revisions to the material are requested by March 18, 2024. ACP will incorporate necessary updates and provide finalized presentations by April 29, 2024. You may add to the Notes section of your presentations until May 9, 2024. After May 9th, <u>no changes can be made</u>, and your presentation will be considered final.</p> <p>Visit the Speaker Resources page for slide preparation and presentation guidelines.</p>
<input type="checkbox"/> May 2024	<p>Review finalized presentations and prepare for the 2024 Board Review. View the "Faculty Best Practices: Internal Medicine Board Review Course" communication tool guide for Board Review Speakers before presenting.</p>
<input type="checkbox"/> June 3-7, 2024	<p>Internal Medicine Board Review in Schaumburg, IL All faculty will present in person at the Renaissance Schaumburg Convention Hotel. See Speaker FAQ for travel, venue, and technical information.</p>
<input type="checkbox"/> June 21, 2024	<p>Travel Expense Reimbursement Request Due An expense voucher and reminder will be sent to you via DocuSign in advance of the meeting. Submit completed vouchers with supporting receipts via DocuSign by June 21, 2024.</p>