Before the Annual Assembly

Review the Assembly webpage. Figure out which concurrent, case, and paper sessions you’d like to attend ahead of time. It is OK to attend a session for which you did not register unless the program states otherwise, but make sure you arrive early to the rooms, as space is sometimes limited. Research the speakers and email them via Connect prior to the Assembly if you would like to plan a time to meet with them or ask a question.

When booking your flight, be sure to arrive in Boston on Wednesday afternoon. You don’t want to miss the AAHPM New-Member and First-Timer Reception (4:30-5:40 pm) or the Opening Reception (5:30-7:30 pm) in the Exhibit Hall. This also gives you plenty of time to visit registration on Wednesday evening. This will be a full conference and you don’t want to miss any programming on Thursday morning because of long lines at registration.

Plan your thirty-second elevator introduction. In other words, be able to summarize who you are and what you do professionally in half a minute. You have the possibility to meet more than 3,200 other hospice and palliative medicine clinicians; this will help keep introductions brief when you’re on the move to your next session.

Carry extra business cards and if you’re coming to the Assembly on a job search, bring plenty of resumes.

Pack comfy shoes to help you dart between sessions or explore Boston.

Plan meetings ahead of time. If you know there are people with whom you want to meet during the Assembly, plan your meals and coffee breaks ahead of time. It is a busy meeting so it is hard to find people in the moment and schedules fill up fast. You can even build a personalized schedule on the 2018 Assembly mobile app.

***For Students***

Contact your advisor, department, student government, or other student associations to find out if they provide travel grants for attending conferences. If so, apply! You may not receive enough to cover the full expense, but every little bit helps.

Talk your friends into sharing a room at one of the conference hotels. Are you living off a stipend, student loans, a limited adjunct’s salary, or some combination of the above? Share a room with friends. Check out the Academy’s Connect Open Forum, Facebook, and LinkedIn pages to see if others are looking for roommates.
During the Annual Assembly

**Attend the New-Member and First-Timer Reception**

AAHPM Members; Wednesday, March 14, from 4:30 to 5:30pm at the Sheraton, Commonwealth Room, 3rd Floor.

**Attend the Opening Reception.** Directly following the New-Member and First-Timer Reception, this networking event is from 5:30 to 7:30 pm in the Annual Assembly Exhibit Hall.

**Join an AAHPM Community.** The Academy offers over 30 distinct Communities (Councils, Special Interest Groups and Forums) to help you find your niche in the AAHPM. Learn more on Connect and at the AAHPM Resource Center in the Exhibit Hall.

**Tweet using #HPM18.** If you’re enjoying a particular session or event, let other people know about it. Even if you don’t have an account, you can still read Twitter and pick up some great conference tips in real time.

**Charge your laptop, tablet, or smart phone every night, and pack your charger in your bag in case you need it.** You may find available sockets at the hotel and throughout the convention center. If you don’t want to carry around a plug-in charger, the AAHPM Resource Center will be selling portable chargers.

**Dress in layers.** The session rooms at the Convention Center can vary from drafty to stuffy, so be ready to change dress accordingly. Temperatures in Boston lately, have been ranging from a high of 45 to a low of 30. Please check to see what the expected weather will be like in Boston for your stay.

**Have healthy snacks and keep a refillable water bottle on hand.** Pack up nuts, fruit, beef jerky, or dark chocolate (if you’ve got a sweet tooth) ahead of time from area stores.

**Arrive with plenty of time on the first day to pick up your badge and conference materials.** You should also orient yourself to the building, Convention Center floor plans and educational sessions in the Pocket Guide (available at registration) and make plans to attend an AAHPM Community Meeting. You can usually expect a line at registration—even for those who paid for the conference in advance, so plan to arrive at least thirty minutes before the start of the first session. Even better, you can pick up your materials on Wednesday evening, March 14 until 7 pm at the Registration Desk.

**Download AAHPM’s Mobile App.** Download the mobile app to get the full Annual Assembly schedule and resources. Using your phone or tablet, go to your designated app store and type in “Annual Assembly” to download the app.

**Keep track of your badge.** Your conference badge allows you admission to all sessions, Exhibit Hall and Job Fair.
**Session-hop.** You don’t have to stay for the full length of a session. Remember, if you play “musical sessions,” grab a seat near an unobtrusive door so you can easily slip in and out. [*CME is affected when you don’t participate in a full session.*]

**Allow enough travel time between sessions.** The meeting rooms are spread between floors, so give yourself enough time to go from session to session comfortably—especially since you may have impromptu conversations with folks you meet in the hallways.

**You can use your laptop or smart phone during a session.** Typing notes during a talk is okay; so is tweeting – using #hpm18. Just be mindful of your neighbors and respectful of the speakers. And don’t forget to silence your phone.

**Ask a question.** Presenters usually reserve 5-10 minutes of time at the end of the session for audience questions. Write down your question in advance, and make sure that it’s a question related to the discussion. Don’t forget to state your name and your institutional affiliation so that people can remember you. If you’d like to respond to the presentations with your own comments, talk to a speaker afterward and get his or her email.

**Look at fellow audience members.** Remember the faces in the audience—if you see someone later, the session you both attended can be a conversation starter.

**Partner with friends or colleagues to cover sessions happening at the same time.** It’s not possible to do everything, so decide in advance who will attend each session and take notes. You could then meet after the sessions, or wait until you get home, to regroup and discuss. You can also order recordings of all sessions at the table across from the Assembly Registration Desk.

**Don’t spend all your time with your friends.** You’re at the conference to network, so leave your comfort zone and set a goal to meet at least two new people every day.

**Conference offers the biggest discounts on AAHPM products** All AAHPM products will be sold at 20% off for members only. Stop by the Resource Center to select the ones you need.

**Take notes.** Writing/typing a few take home points can help cement what you learn at the meeting. It will also help you share what you learned when you get back home.

**After the Conference**

**Complete your Evaluations to earn CME.** There will be a link on the AAHPM website to access the evaluations and claim your CME and MOC through April 30, 2018.

**Follow up with your new contacts.** Send an email to those with whom you’ve networked to follow-up on a question or discussion, or just to say “It was a pleasure meeting you.”
**Share what you learned.** Find an opportunity to share what you learned at your home institution. This is where those notes you took will come in handy!

**Submit an abstract proposal for 2019 Annual Assembly.** Call for Proposals for the 2019 conference (in Orlando, FL) opens *tentatively* on April 2 through May 1, 2018 @ noon PT.