



Join us!

We know you'll benefit from attending Public Responsibility in Medicine and Research (PRIM&R)'s [2017 Advancing Ethical Research Conference \(AER17\)](#), but we also understand that attendance requires an investment of time and resources from you and your institution. This toolkit provides information and a cost justification letter template to assist you in demonstrating the value of AER17 attendance to your supervisor and colleagues.

Why spend your time and money with PRIM&R?

PRIM&R is a nonprofit organization dedicated to advancing the highest ethical standards in the conduct of research, and was founded in 1974 by the earliest practitioners in the field of research ethics. Many of these influential individuals, as well as seasoned oversight professionals, thought leaders in the field, and federal agency representatives, are affiliated with PRIM&R.

PRIM&R's educational and professional development programs provide balanced, thorough, and accurate information on the full range of issues surrounding research involving human subjects and animals. Those who take advantage of these offerings also benefit from valuable and enduring connections with colleagues who share similar professional pursuits and challenges.

The AER Conference has grown over the years, attracting top experts in the field and providing a venue for the largest group of research ethics and human subjects protections professionals in the world to convene. AER16 attracted more than 2,200 attendees from around the world, including over 250 renowned speakers.

Why attend AER17?

There are many reasons to attend AER17, including:

- Interactive and engaging sessions on a range of topics. With [five full-day pre-conference programs](#), [three keynote addresses](#), 13 panels, and 125 breakout sessions, AER17 provides an opportunity for the exchange of valuable knowledge, perspectives, and new ideas. Subject matter experts will give you insights on the latest regulatory updates, the most recent changes to the regulations—including a number of sessions related to the revised Common Rule (sessions are marked with a “CR” symbol in the [Conference Agenda](#)), emerging issues, and best practices to help you confront longstanding and late-breaking challenges in human subjects protections. You will return to your office with new skills, new tools, and new knowledge to run your programs more effectively and efficiently.
- Sessions with representatives from key federal agencies, such as CDC, FDA, OHRP, ORI, VA, and more, that allow you to get answers to your most pressing regulatory questions right from the source (view the [Conference Agenda](#) for more information on the *A Dialogue With the Feds* track).
- Several networking opportunities, including networking receptions, demonstrations of PRIM&R's services, Community@AER (based on roles and interests), a Research Ethics Book Group, a First-Time Attendee Breakfast, a Certified IRB Professional (CIP[®]) table at lunch, receptions,

and more. These [special networking events](#) will help you develop relationships with peers and mentors that provide a valuable network of resources after the conference.

- A Poster Program that features novel approaches to the management and operations of HRPPs/IRBs, empirical analyses of challenging issues related to the function and oversight of human subjects research, and argumentative theses or conceptual analyses that address ethical, policy, or practical problems in research ethics.
- Cost-effective continuing education (CE) credit. Attendees of AER17 can earn up to 20.75 CE hours, and up to 15.75 session hours can be used toward CIP recertification. In addition, this activity has been planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of Boston University School of Medicine and PRIM&R. Boston University School of Medicine designates this live activity for 19 *AMA PRA Category 1 Credit(s)*TM. More information on CE and CME credit can be found [here](#).

Additionally, PRIM&R's [2017 Social, Behavioral, and Educational Research Conference \(SBER17\)](#) will be held in conjunction with AER17 on November 5. This one-day conference will include a keynote address, a plenary session, and 24 breakout sessions designed to help build and strengthen HRPPs that oversee SBER. Attendees will learn about ethical issues and best practices for the review and monitoring of SBER, and speakers will explore strategies to create a better understanding of how to assess risk, optimize the flexibility inherent in the federal regulations, and evaluate qualitative versus quantitative research, among other topics. Learn [more](#).

How can you minimize the cost to your institution?

With many institutions facing budget cuts and travel restrictions, PRIM&R offers several ways to make AER17 cost effective:

1. Registration discounts

Special rates are available for PRIM&R members, US Government employees, students, and young professionals (those under 30 on November 1, 2017).

Registration Options	Early Bird* (6/6–7/26)	Regular (7/27–10/16)	Late (10/17–11/8)
Pre-Conference Programs <i>November 5, 2017</i>			
PRIM&R Member Rate	\$250	\$275	\$325
Nonmember Rate	\$380	\$405	\$455

SBER Conference November 5, 2017			
PRIM&R Member Rate	\$275	\$300	\$350
Nonmember Rate	\$405	\$430	\$480
US Government Rate**	\$275	\$300	\$350
AER Conference November 6-8, 2017			
PRIM&R Member Rate	\$825	\$885	\$985
Registration + membership <i>Become a member and register for the same price as the nonmember rate</i>	\$1,015	\$1,075	\$1,175
Nonmember Rate	\$1,015	\$1,075	\$1,175
US Government Rate**	\$735	\$750	\$775
Student and Young Professional*** Member Rate	\$600	\$625	\$675

*Registration rates change at 11:59 PM ET on the last day given for that rate. Online registration ends November 8 at 3:00 PM ET.

**A list of eligible US federal agencies can be found [here](#).

*** If you are a PRIM&R member (or will become one at the time of registration) AND you are a student (defined as those enrolled in a degree-seeking program of study at the time of the conference), OR if you will be under 30 on **November 1, 2017**, you are eligible to receive a discounted registration rate. Review requirements and instructions for qualifying [here](#).

2. Registration plus membership

Nonmembers who register for AER17 at the registration plus membership rate receive a one-year individual PRIM&R membership at no extra cost. Members of PRIM&R can also renew their memberships in conjunction with registration, extending their access to our many member benefits, including: PRIM&R's [Knowledge Center](#), special member pricing for other PRIM&R programming, networking and mentoring opportunities, and other [resources](#).

3. Special rates for hotels

This year's conference will take place at the Henry B. Gonzalez Convention Center in San Antonio, TX. The hotels below are now accepting reservations. Learn more [here](#).

Hotels	Phone Number	AER17 Room Block Discounted Rate
Grand Hyatt San Antonio	(210) 224-1234	\$209
San Antonio Marriott Riverwalk	(210) 224-4555	\$209
San Antonio Marriott Rivercenter	(210) 223-1000	\$209
Hilton Palacio del Rio	(210) 222-1400	\$199

How do you make a compelling request to attend?

Focus on what you'll bring back to your institution as a return on its investment. Talk about what you intend to participate in while onsite, what connections you hope to gain, and what problems you hope to solve. Offer to give a brief post-conference presentation to your colleagues and/or supervisor to demonstrate what you learned through your experience at AER17.

Our sessions delve into specific fields and their intersections, and are organized by [tracks](#), which can be a clear way to show value:

- A Dialogue With the Feds
- Advanced Forum for IRB Professionals
- Boundaries and Balance
- Educating and Training
- Empirical Research Ethics
- Ethical Issues
- FDA Regulations
- Global Research
- Hot Topics
- Institutional Officials and HRPP Leadership
- IRB 101
- IRB Chairs
- IRB Operations Advanced
- Issues for Pharma/Biotech
- Legal
- Non-Scientist IRB Members
- Out-of-Body Experiences: Research Involving Tissue and Data
- Populations Requiring Additional Protections
- QA/QI and Post-Approval Monitoring
- Research Conducted in the Digital World
- Responsible Conduct of Research
- Small Research Programs
- SBER

Also consider if attending AER17 will help you investigate a product or service your organization has been considering. More information on this year's supporters and exhibitors can be found [here](#), and many vendors welcome advance contact to schedule demos or other in-person meetings while onsite.

Cost Justification Letter

Dear [SUPERVISOR'S NAME],

I would like to attend Public Responsibility in Medicine and Research (PRIM&R)'s 2017 Advancing Ethical Research (AER17) Conference, which will be held in San Antonio, TX, November 6-8, with pre-conference programs and the 2017 Social, Behavioral, and Educational Research (SBER17) Conference on November 5.

After reviewing the AER17 agenda, I found several [SESSIONS OR TOPICS] that would directly help us [INSERT PROBLEM YOU ANTICIPATE SOLVING OR LESSON YOU WILL LEARN]. I've included a short list below:

- [INSERT SESSION OR TOPIC]

Additionally, my attendance at AER17 will provide us with:

- Access to representatives from key regulatory agencies;
- A network of over 2,000 like-minded peers who can help us answer questions or provide recommendations of best practices for challenges we may encounter; and
- Year-round, online access to conference session materials so I can review what I learned and/or consult additional material as the need arises.

I also have the ability to earn up to 20.75 continuing education (CE) credits/19 continuing medical education (CME) credit hours. And, I can apply conference session hours to Certified IRB Professional (CIP®) recertification. [IF YOU PLAN TO SEEK CONTINUING EDUCATION FROM ANOTHER ORGANIZATION, EDIT THE SENTENCE AS NECESSARY].

I plan to share what I learn at the conference through a team meeting shortly after I return. I also plan to take full advantage of the reduced hotel rates offered through PRIM&R. The total cost amounts to **[\$00.00]** with the following breakdown:

Conference Registration Fee, including a year of PRIM&R membership: [\$00.00]
Roundtrip Airfare: [\$00.00]
Transportation [\$00.00]
Hotel: [\$00.00]
Meals [lunch provided]: [\$00.00]

Thank you for your consideration. Please note the early bird rate ends July 26 and the regular registration rate ends October 16. To learn more about the 2017 AER Conference, please visit www.primr.org/aer17.

Sincerely,
[INSERT YOUR NAME]