



Join us!

We know you'll benefit from attending Public Responsibility in Medicine and Research (PRIM&R)'s [2018 Advancing Ethical Research Conference \(AER18\)](#), 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 in demonstrating the value of AER18 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 and conferences 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. AER17 attracted nearly 2,500 attendees from around the world, including over 250 renowned speakers.

Why attend AER18?

There are many reasons to attend AER18, including:

- Interactive and engaging sessions on a range of topics. With [10 preconference programs](#), [three keynote addresses](#), [13 panels](#), and [over 100 breakout sessions](#), AER18 provides a forum for the exchange of valuable knowledge, perspectives, and new ideas. Subject matter experts will share insights on the latest regulatory updates, including revisions to the Common Rule (sessions are marked with a "CR" icon in the [conference agenda](#)) and emerging issues, as well as best practices, to help you confront the issues and challenges that arise in human subjects protections. You will return to your office with new skills, tools, and knowledge to run your programs more effectively and efficiently.
- Sessions with representatives from key federal agencies and the accrediting body 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 and Federal Agency/Accrediting Body Office Hours).
- Several networking opportunities, including receptions, demonstrations of PRIM&R's services, a Meet the Author Lunch and Book Signing, a First-Time Attendee Breakfast, a Networking Lunch for Global Attendees, 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 Presentation 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 AER18 can earn up to 19.5 CE hours. 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 is accredited by the ACCME to provide continuing medical education for physicians. This activity has been approved for AMA PRA Category 1 credit™. The number of CME credit amounts is forthcoming.

More information on CE and CME credit can be found [here](#).

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 AER18 cost effective:

Registration discounts

Special rates are available for PRIM&R members, US Government employees, students, and young professionals (those under 30 on November 1, 2018).

Registration Options	Early Bird* (6/7-7/9)	Regular (7/10-10/24)	Late (10/25-11/17)
Pre-Conference Programs <i>November 14, 2018</i>			
PRIM&R Member Rate	\$285	\$310	\$360
Nonmember Rate	\$415	\$440	\$490
AER Conference <i>November 15-17, 2018</i>			
PRIM&R Member	\$840	\$900	\$1000
Registration + membership <i>Become a member and register for the same price as the nonmember rate</i>	\$1,030	\$1,090	\$1,190
Nonmember Rate	\$1,030	\$1,090	\$1,190
US Government Rate**	\$745	\$760	\$785
Student and Young Professional*** Member Rate	\$610	\$635	\$685

*Registration rates change at 11:59 PM ET on the last day given for that rate. Online registration ends November 17 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, 2018**, you are eligible to receive a discounted registration rate. Review requirements and instructions for qualifying [here](#).

Registration plus membership

Nonmembers who register for AER18 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](#), [discounted pricing](#) for PRIM&R programming, networking and mentoring opportunities, and other [resources](#).

Special rates for hotels

The AER18 [Preconference Programs](#) will take place on November 14 at the Manchester Grand Hyatt San Diego. AER18 will take place on November 15-17 at the San Diego Convention Center. The hotels below are now accepting reservations*. Learn more [here](#).

Hotels	Phone Number	AER18 Room Block Discounted Rate
Hilton San Diego Bayfront	(619) 564-3333	\$246
Manchester Grand Hyatt San Diego	(619) 232-1234	\$259
Omni San Diego Hotel	(619) 231-6664	\$215
San Diego Marriott Marquis & Marina	(619) 234-1500	\$235

*These hotels are offering a discounted attendee rate until mid-October (or until rooms sell out); information on hotels offering the government per diem rate can be found [here](#).

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 on-site, 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 took away from your experience at AER18.

Also consider if attending AER18 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 on-site.

Cost Justification Letter

Dear [SUPERVISOR'S NAME],

I would like to attend Public Responsibility in Medicine and Research (PRIM&R)'s 2018 Advancing Ethical Research (AER18) Conference, which will be held in San Diego, CA, November 15-17, with pre-conference programs on November 14.

After reviewing the AER18 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]
- [INSERT SESSION OR TOPIC]
- [INSERT SESSION OR TOPIC]
- [INSERT SESSION OR TOPIC]

Additionally, my attendance at AER18 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 19.5 continuing education (CE) credits, in addition to 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 9 and the regular registration rate ends October 24. To learn more about the 2018 AER Conference, please visit **primr.org/AER18**.

Sincerely,
[INSERT YOUR NAME]