

## Annual Meeting 2017 FAQ's

### Before the Meeting

#### ***Pre-Registration***

We strongly encourage all attendees to [pre-register online](#) for all Annual Meeting events you plan to attend. By pre-registering, it allows for faster on-site check-in, an adequate number of seats for your district in the House of Delegates (HOD) sessions, and accurate meal counts.

Pre-Registration closes on **Monday, April 24, 2017, at Noon.**

#### ***How do I get information about my District Caucus meeting?***

Most districts, regions, and sections will hold caucus meetings during the morning of the House of Delegates' sessions usually starting around 7 a.m., however, start times vary for each meeting. Your regional manager is your best contact person for information about your caucus meeting. Contact the Northeast Regional Manager [here](#), the Southeast Regional Manager [here](#), and the West Central Regional Manager [here](#). If you are unsure of your district/region, please click [here](#).

#### **Thursday, April 27**

Time	District
7:00 a.m.	Berkshire, Franklin, and Hampshire Districts
7:30 a.m.	Medical Student and Resident/Fellow Sections
	Middlesex District
	Norfolk District
	Suffolk District

#### **Saturday, April 29**

Time	District
7:00 a.m.	Berkshire, Franklin, and Hampshire Districts
	Finance Committee
7:30 a.m.	Charles River District
	Essex North and Essex South Districts
	Hampden District
	Medical Student and Resident/Fellow Sections
	Middlesex District
	Middlesex Central and Middlesex North Districts
	Middlesex West District
	Norfolk District
	Southeast Regional Districts
	Suffolk District
	Worcester and Worcester North Districts

## Annual Meeting 2017 FAQ's

### ***Should I bring my laptop?***

Because of the way most rooms are set up to accommodate many people comfortably, we do not provide outlets in the meeting rooms. However, there are charging stations in the back of the Amphitheater at the World Trade Center on Thursday and Friday and the back of the Plaza Ballroom at the Seaport Hotel on Saturday. Please bring your laptop fully charged each day.

### ***Is Wi-Fi available at the meeting and is there a charge?***

Yes. Wi-Fi is available to meeting attendees at no charge.

### ***What is the meeting registration cancellation policy for my meeting registration?***

A full refund will be provided to attendees who cancel prior to the start of the meeting.

## **During the Meeting**

### ***What are the registration desk hours?***

Here are the hours for the Registration Desk:

- Thursday — 6:45 a.m.–4 p.m.
- Friday — 6:45 a.m.–2:30 p.m.
- Saturday — 6:45 a.m.–Close of HOD Session

### ***Where is the registration desk on-site?***

On Thursday and Friday the registration desk is at the **Atrium Lobby in the World Trade Center** and on Saturday in the **Plaza Ballroom Foyer in the Seaport Hotel**.

Pre-registered attendees will obtain their pre-registration packet which includes a complete schedule, handouts, badge, and QR Code for scanning yourself into HOD Sessions and CME Sessions.

Attendees who are not registered may do so onsite at the On-Site Registration Desk.

Delegates are reminded to scan themselves in using their personalized QR Code for all HOD Sessions and CME sessions to receive proper attendance credit.

### ***What is a QR Code?***

Starting with the 2017 Annual Meeting, each attendee's badge will have a quick response, or QR, code on the reverse side. A QR code is a type of matrix barcode used on gate passes, nutrition labels, and for marketing purposes. The QR code appearing on your badge is programmed with your name and your MMS Member ID number. Attendees will "scan-in" to record their attendance at all HOD sessions and CME events (no scanning is required at lunches or social events).

### ***What events will I scan into? How do I scan a QR Code?***

On Thursday, when you first arrive at the meeting for the House of Delegates First Session, MMS staff will scan your QR code at the registration desk.

On Thursday afternoon for the Ethics Forum, YOU will scan your QR code with the help of a staff member or on your own at the kiosks located at the entrance of the Amphitheater. Tap the screen to select the CME event you plan to attend. The event will turn green to signify that you are checked in.

On Friday, for the both the Annual Education Program and the Shattuck Lecture and Luncheon you will scan your QR code with the help of a staff member or on your own at the kiosks located at the entrance of the Amphitheater and the Harborview Ballroom. Tap the screen to select the CME event you plan to attend. The event will turn green to signify that you are checked in.

On Saturday, for the House of Delegates Second Session, you will scan your QR code with the help of a staff member or on your own at the kiosks located at the entrance of the Plaza Ballroom. Tap the screen to select the HOD event you plan to attend. The event will turn green to signify that you are checked in. On Saturday, there is no need to physically check-in at the registration desk!

You may access reference committee reports online at [www.massmed.org/annual2017/hod](http://www.massmed.org/annual2017/hod) or at the ballroom entrance doors. You will receive your voting keypads from staff as you enter the ballroom.

## Annual Meeting 2017 FAQ's

### ***Will shuttle service be available between the Seaport Hotel and the World Trade Center?***

Yes. The confirmed shuttle schedule is below:

Thursday, April 27, 2017

6:30 am to 8:00 pm

Friday, April 28, 2017

6:30 am to 3:30 pm

Saturday, April 29, 2017

6:30 am to 9:30 am

### ***Are there exhibits taking place at the Meeting?***

Yes. Exhibits are Thursday of the Annual Meeting at the World Trade Center. The confirmed exhibitor list is below.

Alliance  
Benevolent Society  
Committee on Information Technology  
Committee on LGBT Matters  
Committee on Senior Volunteer Physicians  
Continuing Education & Certification  
Foundation  
Practice Solutions and Research  
MA Responds  
Medical-Aid-In-Dying Survey  
Member Interest Network Program  
Membership Services  
NEJM Group  
Physician Health Services  
PIAM  
Public Health & Education

### ***How many CME hours can I earn at the Annual Meeting?***

#### **CME Accreditation Statement:**

The Massachusetts Medical Society is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

#### **AMA Credit Designation Statement**

The Massachusetts Medical Society designates each live activity for a maximum number of *AMA PRA Category 1 Credits™* (outlined below). Physicians should claim only the credit commensurate with the extent of their participation in the activity.

- Ethics Forum — 2.0 credits
- Annual Education Program — 4 credits\*\*
- Annual Education Program (Webinar) — 4 credits\*\*
- Shattuck Lecture — 1.0 credit

## Annual Meeting 2017 FAQ's

*\*\*This activity meets the criteria of the Massachusetts Board of Registration in Medicine for risk management study.*

### ***What is the MMS doing to make its meeting more green?***

The MMS makes efforts each year to make our meetings greener and reduce our impact on the environment.

Green initiatives this year include:

- Online access to the HOD *Delegates' Handbook* and Reference Committee Reports
- Online Testimony Opportunity — ability to testify online up through the morning of the Opening Session of the HOD
- Online access to CME presentations and course evaluations
- Webinar Opportunity for the Annual Education Opportunity
- Electronic Voting at the HOD
- Recruit Your Colleague Tote Bags are made from recyclable plastic fabric and may be reused, washed, or recycled after the meeting
- Registrant badges and collected meeting materials will be recycled and reused where appropriate

Not only is the City of Boston committed to green initiatives, but the Seaport Hotel and World Trade Center has its own program called *Seaport Saves*, which is dedicated to increasing sustainability and conservation throughout all aspects of their organization. In addition, the Seaport Hotel makes specific efforts for meetings and conferences. To read more, please [click here](#).

As we continue to make green improvements to our meetings, we welcome your ideas to help us achieve this goal. Please [contact us](#) if you have suggestions for improvement.

### ***May I bring a guest?***

Guests are welcome at all CME and social events. Please note that while guests are welcome to attend the business meetings of the House of Delegates, they are considered observers, are required to sit in the observers section, and should register ahead of time as a non-delegate. Guests may attend activities of the MMS Alliance during the Annual Meeting. The Alliance is an organization of physicians' spouses, domestic partners, physicians, physicians-in-training, and friends committed to advancing the health and well-being of the family of medicine. The Alliance holds several events at the Annual Meeting and welcomes guests.

### ***Am I required to wear my name badge?***

Yes. All registrants will be provided a name badge for use during the meeting. For security purposes, name badges are required at all business meetings, educational sessions, and luncheons. They are not required for social events. Individuals not wearing a name badge during the required events will be directed to the registration desk to register and obtain a badge. QR codes are also now affixed to your badge. Without your badge and QR code you will be unable to scan in at the HOD or CME sessions and will need to return to registration to obtain another badge.

## Annual Meeting 2017 FAQ's

### ***What if there is an emergency at the meeting?***

In the unlikely event of a fire or other building emergency, an alarm will activate followed by a message with directions indicating if guests should leave the building immediately. In this unlikely event, the security officer assigned to events will lead evacuations. For medical or security assistance, dial 5050 from any conference phone. The Seaport Hotel and World Trade Center have defibrillators on-site on each level and at the hotel parking cashier, a medical response vehicle, and also portable automatic external defibrillators.”

The registration desk is equipped with a listing of the personal emergency contact provided on the registration form. In the event of a personal emergency, MMS Staff will communicate with the emergency contact that has been provided to us on your registration.

### ***What accommodations are made for people with disabilities?***

If you are disabled and require special assistance while attending the meeting please contact MMS at [annual@mms.org](mailto:annual@mms.org).

### ***What should I wear to Annual Meeting events?***

Attire for the majority of the meeting is business wear. Every effort will be made to provide a comfortable environment; however, meeting room temperatures can fluctuate greatly and may be difficult to control. The temperature is often cool in the meeting rooms, therefore, a jacket or sweater is recommended for the conference. Cocktail or “after-five” apparel is appropriate for the Inauguration and Awards Dinner.

### ***What is there to do in Boston?***

Please visit [this link](#) for additional activities to do in Boston. In addition there is [much to do](#) in and around the conference and hotel area.

## After the Meeting

***Will I be able to provide feedback about the meeting?***

Yes. We encourage feedback!

All CME course evaluations will be conducted electronically. An email will be sent within 3–5 days after the meeting to the email address we have on file. In addition, an email survey will come to delegates via email about the HOD and the meeting overall.

***What happens to my resolution after the HOD meeting?***

The Board of Trustees (BOT) refers policies/directives to the appropriate committee(s) for implementation or for report back to the HOD. If the HOD voted to refer a resolution/report to the BOT for decision or a report back to the HOD, the BOT will refer it to the appropriate committee(s) for analysis.

Final House votes and referrals are posted on the MMS website under Annual and Interim Meetings after the June BOT meeting. If you need additional information, or have questions related to the House of Delegates meeting, please contact [houseofdelegates@mms.org](mailto:houseofdelegates@mms.org).