



## What If....?



AMERICAN COLLEGE OF  
OCCUPATIONAL AND  
ENVIRONMENTAL MEDICINE

**Q I do not have the contact information for the other participants on my session team.**

*A Contact the course director, or Rochelle Rubenacker (phone 847-818-1800, ext. 391, e-mail: [rrubenacker@acoem.org](mailto:rrubenacker@acoem.org)).*

**Q I do not know the format and/or room size of my session.**

*A Contact Rochelle Rubenacker (phone 847-818-1800, ext. 391, e-mail: [rrubenacker@acoem.org](mailto:rrubenacker@acoem.org)).*

**Q I do not know the date, time or title of my session.**

*A Refer to the letter from the Education Department contained in this "Speaker's Kit".*

**Q I missed the handout deadline.**

*A You are responsible for the reproduction, shipping and distribution of the materials for your presentation. These expenses are not reimbursable. Be prepared to supply attendees with your email address to request missing handouts, or to collect business cards from attendees. ACOEM is not responsible for fulfilling these requests.*

**Q I am unable to make the presentation.**

*A Please immediately contact **both** the course director and Barb Choyke, ACOEM Director of Education (phone 847-818-1800, ext. 367, e-mail: [bchoyke@acoem.org](mailto:bchoyke@acoem.org)).*

**Q I am unsure how to register for the Conference.**

*A The ACOEM Education Department staff will process a complimentary registration for the day on which you are speaking; additional days/activities may be purchased using the Registration Form available in the Advance Program, or on-line at [www.acoem.org](http://www.acoem.org).*

**Q I am unsure how to make my hotel reservation.**

*A Please refer to the Travel Information included in this kit.*

**Q I would like to receive CME credit for my teaching hours.**

*A ACOEM can award CME credits for the time that you attend your activity as a learner, not a teacher. However, physicians can receive AMA PRA Category 1 credits **directly from the AMA** for teaching colleagues, medical students, or other health professionals at a live event that has been designated for Category 1 credits by an accredited provider (ACOEM). For detailed information on applying to the AMA for teaching credit, please visit the AMA website at: [www.ama-assn.org/ama/pub/category/8590.html#q4](http://www.ama-assn.org/ama/pub/category/8590.html#q4).*