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**Policy: Conference Attendance Policy**

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Our program’s expectation of fellows requires regular attendance at Pediatric Emergency Medicine weekly conferences and some special events. Fellows are expected to attend a minimum of 70% of Pediatric Emergency Medicine conferences. Conferences are held weekly on Thursdays (times may vary...refer to Master Calendar for the most up to date time and location). Typically, conferences are held from 9:30 a.m. – 12:30 p.m. in one of the Department of Emergency Medicine conference areas.

Fellows are expected to attend conference during off-service rotations. This expectation has been communicated to the off-service Program Directors. **Should you consistently not be released from clinical duties, please notify the Program Director.**

Attendance is monitored by evaluating the session and signing the evaluation form. Conference attendance is tabulated and reviewed on a monthly basis by the program coordinator/program director. Failure to meet the attendance requirement may lead to the fellow receiving letters of warning. Not meeting the minimum requirement will not result in academic probation, but may delay graduation from the fellowship program and delay eligibility to sit for the ABP/ABEM Certification Examination until the fellow achieves the minimum requirement of 70%.

Reviewed	07/2011						
Revised							
Initial(s)	MN						