

**IACUC 101 and IACUC 201 Plus – San Francisco, CA**

**Hosted by: California Biomedical Research Association (CBRA), and the University of California San Francisco (UCSF), with contributions from NIH OLAW, AAALAC and USDA Animal Care**

**Tuesday and Wednesday, September 23-24, 2008**  
**September 23<sup>rd</sup>: 7:30 AM – 5:00 PM**  
**September 24<sup>th</sup>: 7:00 AM – 4:00 PM**

**Stanford Court Hotel**  
**905 California St., San Francisco, CA 94108**

On Tuesday and Wednesday, September 23-24, 2008 in San Francisco, CA, CBRA, UCSF, with contributions from NIH OLAW, AAALAC and USDA Animal Care will co-sponsor a two-day program, IACUC 101 and IACUC 201 PLUS at the Stanford Court Hotel.

**IACUC 101: “The Basics”** is a full day didactic and interactive training course for new as well as seasoned IACUC members, IACUC affiliates including IACUC administrators, trainers, veterinarians, animal care staff, researchers, regulatory personnel, individuals responsible for their institution’s animal care program and others interested in IACUC roles and responsibilities. The program is delivered by a top-notch faculty renowned for their expertise in institutional animal care and use issues and program development including representatives from both private and academic biomedical research institutions as well as the AAALAC, USDA and OLAW. The morning and early afternoon sessions will provide a basic yet comprehensive overview of the laws, regulations, and policies that govern the humane care and use of laboratory animals supplemented with examples and possible approaches for successful and effective administration. Current available resources to help IACUCs keep abreast of the latest information as well as take advantage of networking opportunities will also be covered. The materials and information provided during the course will be applied during the later afternoon session when students will be challenged to consider, deliberate and develop action plans for a variety of potential IACUC scenarios. Students receive an extensive resources manual as well as copies of relevant laws, regulations, policy and guides.

\*\*\*\*\*

**TENTATIVE AGENDA - IACUC 101 – Stanford Ball Room**

- 7:30 – 8:15** Registration and Continental Breakfast
- 8:15 – 8:30** Introduction
- 8:30 – 9:15** Historical Perspectives
- 9:15 – 9:55** Key Components
- 9:55 – 10:10** Break
- 10:10 – 10:50** Personnel Qualifications & Training
- 10:50 – 11:30** IACUC Functions
- 11:30 – 12:30** Lunch
- 12:30 – 12:45** Written Q & As – AAALAC, OLAW, USDA
- 12:45 – 1:40** Program Evaluations and Inspections
- 1:40 – 2:35** Protocol Review
- 2:35 – 2:50** Break

- 2:50 – 3:40** Scenario Shorts - IACUC Deliberations - Students, Faculty, Mentors
- 3:40 – 4:30** Scenario Responses – AAALAC, OLAW, USDA
- 4:30 – 5:00** Final Q & As, Evaluation Forms and Attendance Certificates

\*\*\*\*\*

**IACUC 201 PLUS: “The Process Plus Select Topics”** is a highly interactive program that takes the fundamentals of IACUC 101 and applies them to the process and mechanisms of ensuring compliance. The morning session is divided into 3 tracts based on an individual’s IACUC role, responsibility and interests. Each tract focuses on the various possible approaches for conducting protocol review, program review and facility inspection within the requirements of the law, regulations and policy. The entire group re-convenes to listen to a complex IACUC scenario delivered by program faculty with multiple opportunities for audience questions and responses from USDA, OLAW and AAALAC representatives.

Like the morning session, the afternoon session is divided into 3 tracts based on an individual’s IACUC role, responsibility and interests. Program faculty will facilitate discussions on 3 selected areas, the nature of which will be based on current trends, regulatory climate and/or timely “hot-topics” of interest to the biomedical research community. Topics may vary course to course.

The program concludes with open questions and answers to representatives of OLAW, USDA and AAALAC, completion of program evaluations and distribution of attendance certificates.

\*\*\*\*\*

**TENTATIVE AGENDA - IACUC 201 PLUS: The Process Plus and Special Topics – Stanford Ball Room**

- 7:00 – 7:45** Registration and Continental Breakfast
- 7:45 – 8:00** Welcome and Review of the 201 PLUS Program
- Concurrent Tracts
- #1: Coordinators/Administration/Support Staff, Non-Scientists & Community Members – *Stanford Ball Room*
- #2: IACUC Leadership: Institutional Officials, Chairs, Attending Veterinarians – *India Suite Blue*
- #3: Scientists and Veterinarians – *India Suite Gold*
- 8:00 – 8:45** Track #1: Protocol Review - *Stanford Ball Room*  
Track #2: Program Review - *India Suite Blue*  
Track #3: Facility Inspection - *India Suite Gold*
- 8:45 – 8:50** Faculty Transition
- 8:50– 9:35** Track #1: Facility Inspection - *Stanford Ball Room*  
Track #2: Protocol Review - *India Suite Blue*  
Track #3: Program Review - *India Suite Gold*
- 9:35 – 9:50** Break and Faculty Transition
- 9:50 – 10:35** Track #1: Program Review – *Stanford Ball Room*  
Track #2: Facility Inspection – *India Suite Blue*  
Track #3: Protocol Review – *India Suite Gold*
- 10:35– 10:40** All Group Transition to Major Assembly Area – *Stanford Ball Room*
- 10:40 – 12:10** Faculty Mock IACUC and Case Scenarios; related Audience Q&A’s
- 12:10– 1:00** Lunch
- 1:00 – 1:45** Track #1: PAM – *Stanford Ball Room*  
Track #2: Training – *India Suite Blue*

Track #3: Non-Compliance – *India Suite Gold*

**1:45 – 1:50** Faculty Transition

**1:50– 2:35** Track #1: Non-Compliance – *Stanford Ball Room*  
Track #2: PAM – *India Suite Blue*  
Track #3: Training – *India Suite Gold*

**2:35 – 2:50** Break and Faculty Transition

**2:50 – 3:35** Track #1: Training – *Stanford Ball Room*  
Track #2: Non-Compliance – *India Suite Blue*  
Track #3: PAM – *India Suite Gold*

**3:35 – 4:00** Final Q&A’s – OLAW, USDA and AAALAC; Evaluation Forms and Attendance Certificates – *Stanford Ball Room*

\*\*\*\*\*

**REGISTRATION AND REGISTRATION FEE**

The registration form below must be completed and returned to CBRA, P.O. Box 19340, Sacramento, CA 95819-0340 along with registration fee. The entire registration fee must accompany the registration form. Minimum and maximum enrollments have been established so please register early.

**Registration for the TWO day program: IACUC 101 AND IACUC 201 PLUS**

Early Registration: \$400.00/participant postmarked by *September 2, 2008*

Late Registration: \$450.00/participant postmarked after *September 2, 2008*

**Registration for a ONE day of the two day program: IACUC 101 OR IACUC 201 PLUS**

Early Registration: \$250.00/participant postmarked by *September 2, 2008*

Late Registration: \$300.00/participant postmarked after *September 2, 2008*

**Cancellations**

Cancellations submitted in writing **prior** to **September 9, 2008** are necessary for reimbursement of the registration fee minus a **\$25.00 administration fee**. Cancellations after **September 9, 2008** WILL NOT be refunded.

Registration fee includes attendance at all sessions, continental breakfast, refreshment breaks, lunch, course syllabus and hard copy materials, and other amenities involved in creating a rewarding learning experience.

Hosting Institution Name reserves the right to cancel all programs and return all fees. Liability is limited to the course fee. Hosting Institution Name will not be responsible for any losses incurred by registrants including, but not limited to, airline cancellation charges or hotel deposits. The program agenda is subject to change without notice.

Participation of women, racial/ethnic minorities and persons with disabilities, and other individuals, who have been traditionally underrepresented in science, is encouraged.

Funding for this conference was made possible in part by the Office of Laboratory Animal Welfare, NIH. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Department of HHS; nor does mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.

\*\*\*\*\*

**SPECIAL NEEDS AND/OR QUESTIONS:**

If you have special needs, require special accommodations or have questions, please contact Desirée Sutton from CBRA at (916) 558-1515 or via email at dsutton@ca-biomed.org, or Mary Lou James, Consultant, Regulatory Compliance, St. Louis, MO at (314) 997-6896 or via email at mljames@mo.net.

\*\*\*\*\*

**CONFERENCE LOCATION AND LODGING**

Stanford Court Hotel  
905 California Street – Nob Hill  
San Francisco, CA 94108  
Phone: (415) 989-3500  
Fax: (415) 391-0513  
Web: <http://www.marriott.com/hotels/travel/sfosc-the-stanford-court-a-renaissance-hotel/>

A limited number of rooms at a conference rate of \$399.00/per night are available for IACUC 101/201 Plus. Reservations must be completed prior to September 1, 2008.

Please mention CBRA/IACUC 101 when making reservations.

**PARKING DIRECTIONS and FEES**

On-site parking fee: \$8/hourly or \$41/daily  
Valet parking fee: \$41/daily  
Off-site parking: contact hotel for details at (415) 989-3500

**DIRECTIONS:**

The Stanford Court Hotel is located approximately 14 miles from the San Francisco International Airport; approximately 20 miles from the Oakland Airport; and approximately 47 miles from the San Jose Airport.

For additional driving directions, and various shuttle and taxi fees, please visit <http://www.marriott.com/hotels/maps/travel/sfosc-the-stanford-court-a-renaissance-hotel/>

**REGISTRATION FORM: PLEASE TYPE OR PRINT LEGIBLY! - (2 PAGES)**

Check off the program(s) you would like to attend:

\_\_\_ IACUC 101 AND 201 PLUS on September 23-24, 2008

\_\_\_ IACUC 101 ONLY on Tuesday, September 23, 2008

\_\_\_ IACUC 201 PLUS ONLY on Wednesday, September 24, 2008

**PLEASE COMPLETE ALL THE FOLLOWING INFORMATION** so you can be assured advanced receipt of course materials and proper assignment to a mock IACUC:

**PLEASE PRINT CLEARLY.**

Name: \_\_\_\_\_  
(as you want it to appear on your certificate)

Specialty / Degree \_\_\_\_\_

Company/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-mail address: \_\_\_\_\_ If you do not have access to e-mail, PLEASE indicate another method including alternative e-mail addresses for providing you with pre-course materials.

IACUC Title/Affiliation: \_\_\_\_\_  
(e.g. Chair, Scientific Member, Attending Vet, Coordinator/Administrator, Community Member, Scientist, Technician, Trainer, Biosafety Rep, Other: describe...etc). Please do NOT write "member".

Number of Years IACUC Experience: \_\_\_\_\_

\*\*\*\*\*

**Registration for the TWO day program: IACUC 101 AND IACUC 201 PLUS**

Early Registration: \$400.00/participant postmarked by *September 2, 2008*

Late Registration: \$450.00/participant postmarked after *September 2, 2008*

**Registration for a ONE day of the two day program: IACUC 101 OR IACUC 201 PLUS**

Early Registration: \$250.00/participant postmarked by *September 2, 2008*

Late Registration: \$300.00/participant postmarked after *September 2, 2008*

**Cancellations**

Cancellations submitted in writing **prior** to *September 9, 2008* are necessary for reimbursement of the registration fee minus a **\$25.00 administration fee**. Cancellations after *September 9, 2008* **WILL NOT** be refunded.

\*\*\*\*\*

***PAYMENT OPTIONS:***

\_\_\_ I will pay a registration of \$400.00 prior to September 2, 2008 or \$450.00 after September 2, 2008 for **BOTH** IACUC 101 AND IACUC 201 PLUS.

**OR**

\_\_\_ I will pay a registration of \$250.00 prior to September 2, 2008 or \$300.00 after September 2, 2008 for \_\_\_ IACUC 101 OR \_\_\_ IACUC 201 PLUS ONLY (please check what course you will attend).

**BY**

\_\_\_ CHECK, Money Order, or Purchase Order: **Make checks payable to CBRA** (*payments must be in US funds and payable on a US bank*)

P.O. #: \_\_\_\_\_

**OR**

CREDIT CARD: \_\_\_ MasterCard \_\_\_ Visa

Name (as it appears on the Credit Card): \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

V Code 3 digit # on back right of card: \_\_\_\_\_ Expiration Date: \_\_\_/\_\_\_/\_\_\_ Month \_\_\_/\_\_\_/\_\_\_ Yr \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Billing address for credit card: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**DETACH AND MAIL OR FAX TO:**

CBRA  
P.O. Box 19340  
Sacramento, CA 95819-0340  
Phone: (916) 558-1515  
Fax: (916) 558-1523