

MEMORANDUM

TO: Component Society Presidents

FROM: Jeffrey L. Apfelbaum, M.D., President
Jane C. K. Fitch, M.D., Chair, Committee on Governmental Affairs

DATE: January 22, 2008

RE: 2008 ASA Washington, D.C. Legislative Conference

The American Society of Anesthesiologists is pleased to present its annual conference on legislative and regulatory issues. **The 2008 ASA Washington, D.C. Legislative Conference will be held Monday through Wednesday, June 9-11, at the JW Marriott Hotel in Washington, D.C.** Component Society officers, Legislative Chairs, leaders in academic medicine, “ASA Key Contacts” and residents are strongly encouraged to register and attend.

On-site check-in for the Conference will open at 1:00 pm on Monday, June 9th. The formal program for the Conference will **begin** later that day with the “Welcome Reception” at 6:00 p.m. On Tuesday, June 10th, the program will begin with a continental breakfast followed by introductory remarks from the ASA leadership, a program of speakers and lunch. Tuesday’s program should conclude by 5:30 pm. Wednesday’s program will follow the schedule of previous years – buffet breakfast with one to two speakers and a final legislative briefing followed by lobbying visits to Capitol Hill.

Additional information regarding the Conference schedule will be posted on the Legislative Conference portion of the ASA Web Site – <http://www.asahq.org/Washington/08legconf.htm> -- as it becomes available.

An important part of the Conference program is Wednesday’s “Hill Day” during which attendees should visit with their elected legislators and staff on Capitol Hill. **It is the responsibility of the participant to schedule these appointments.** We strongly encourage you to go as a group to visit your two Senators’ offices and with others from your congressional district to visit your Representative. Please schedule these appointments in advance of the meeting to ensure lawmaker or senior staff availability.

The Conference registration fee remains **\$150.00** (*special \$50 for residents*) for each participant. Registration is for those individuals who apply through their State Component. A limited number of practice manager registrants will be accepted on the basis of applications through the Anesthesia Administration Assembly only. **There is no limit on the number of registrants from each State Component.**

Enclosed is a registration form for your Component Society to complete and return, along with a check for the registration fee, to the ASA Washington office. The Washington office will distribute confirmation letters to each of the registrants. **REGISTRATION MUST BE MADE BY MAY 16, 2008.**

All attendees (board members, committee members, etc.) must register.

Members of the Administrative Council should register directly with the ASA D.C. office.

Please note that a second registration form is also included for the “Newcomers Session – Congress 101” on Monday, June 9th from 4:00-6:00 p.m. This pre-reception session is intended for all first-time attendees, residents, and others not familiar with the federal legislative and regulatory process. Separate registration is required. There is no added fee for this event.

A block of hotel rooms has been reserved for conference registrants at the JW Marriott Hotel, 1331 Pennsylvania Avenue, NW, Washington, DC. The block is under the name of the American Society of Anesthesiologists (ASA) and covers rooms from Friday, June 6th through Thursday, June 12, 2008. Reservations may be made by calling the hotel directly at 202-393-2000. A special rate of \$274 single/ double is available until the **room block closes on May 16, 2008**. Individuals seeking to make their reservation on-line should go to <http://marriott.com>. The group code is **asaasaa**. Each registrant is responsible for his or her own hotel arrangements.

cc: Component Society Secretaries Component Society Lobbyists and Staff
District Directors and Alternates ASA Administrative Council
Committee on Governmental Affairs State Executive Directors
Ronald Szabat, J.D., LL.M. John Thorner, J.D., CAE

**TO: ASA OFFICE OF GOVERNMENTAL AND LEGAL AFFAIRS
1501 M Street, NW #300
WASHINGTON, DC 20005
FAX (202) 371-0384 or e-mail to M.Allen@asawash.org**

Please register the following individual(s) for the June 9-11, 2008, ASA Washington, D.C. Legislative Conference. Enclosed is a check in the amount of \$_____ made payable to the **American Society of Anesthesiologists** as payment of the \$150.00 (\$50 for resident) registration fee for each participant. **Note: No requests for refunds will be accepted after May 16th.**

1. Name _____
Address _____
Phone _____
E-Mail _____
2. Name _____
Address _____
Phone _____
E-Mail _____
3. Name _____
Address _____
Phone _____
E-Mail _____
4. Name _____
Address _____
Phone _____
E-Mail _____
5. Name _____
Address _____
Phone _____
E-Mail _____

Copy this sheet for use with additional registrants.

Fee includes Monday "Welcome Reception", Tuesday breakfast and lunch, and Wednesday breakfast. Coffee breaks are provided throughout the meeting. A block of rooms has been reserved at the J.W. Marriott hotel in Washington, D.C. **EACH REGISTRANT IS RESPONSIBLE FOR HIS OR HER OWN HOTEL ARRANGEMENTS. Hotel room block closes May 16, 2008.**

**TO: ASA OFFICE OF GOVERNMENTAL AND LEGAL AFFAIRS
1501 M Street, NW #300
WASHINGTON, DC 20005 -- FAX (202) 371-0384 or M.Allen@asawash.org**

“Newcomers Session – Congress 101”
Special Program Registration

Please register the following individual(s) from the state of _____
for the June 9th, 4:00 – 6:00 p.m. **“Newcomers Session – Congress 101.”**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Copy this sheet for use with additional registrants.

There is no additional fee for this program.

2008 ASA Legislative Conference

Frequently Asked Questions

What is the Legislative Conference?

The ASA Legislative Conference is the specialty's largest meeting focusing on state and federal legislative, regulatory and political issues impacting ASA and anesthesiology.

Attendees of the 2008 Conference can expect to hear from a range of outstanding speakers discussing key issues impacting the specialty. Invited speakers typically include key health care policymakers and political leaders from the U.S. Senate, House of Representatives and the Executive Branch. Past conferences have featured notable speakers such as the Secretary of the U.S. Department of Health and Human Services, the Honorable Michael Leavitt; the Chairman of House Ways and Means Committee, Rep. Charlie Rangel (D-NY); Rep. Steny Hoyer, U.S. House Majority Leader; top White House aide, Karl Rove; the Chairman Health Subcommittee of the House Ways and Means Committee, Rep. Pete Stark (D-CA); Senator Hillary Clinton (D-NY); and Karen Tandy, Administrator of the Drug Enforcement Administration (DEA).

Attendees will also hear policy briefings from members of the ASA lobbying staff and physician leadership. These briefings will prepare attendees for the Wednesday "Hill Day" portion of the Conference during which attendees conduct lobbying visits with their individual Member of Congress and Senators on key issues impacting anesthesiology.

How do I register for the Legislative Conference?

Registration for the Legislative Conference is conducted through each individual State Component. Interested individuals must contact their State Component President or staff to determine how and when the state selects its delegation to the Legislative Conference.

What is the Legislative Conference schedule?

On-site check-in for the Conference at the JW Marriott Hotel will open at 1:00 pm on Monday, June 9th. The formal program for the Conference will **begin** later that day with the "Welcome Reception" at 6:00 p.m. On Tuesday, June 10th, the program will begin with a continental breakfast followed by introductory remarks from the ASA leadership, a program of speakers and lunch. Tuesday's program should conclude by 5:30 pm. Wednesday's program will follow the schedule of previous years – buffet breakfast with one to two speakers and a final legislative briefing followed by lobbying visits to Capitol Hill.

2008 ASA Legislative Conference
Frequently Asked Questions (continued)

How many ASA members can attend from a State Component? Does the Component have to pay for them all?

There is no limit on the size of any Component's delegation. Components are free to make any type of arrangements they wish with their delegation so long as ASA receives the appropriate registration fee for each Conference registrant be it from the Component or the individual.

Components do not pay the registration fee for members of their delegation who are also members of the ASA Administrative Council.

What type of ASA members should attend the Conference?

Component Society officers, Legislative Chairs, leaders in academic anesthesiology, "ASA Key Contacts" and residents are strongly encouraged to attend. In particular, Components should try to bring ASA "Key Contacts" for the state's U.S. Senators and for lawmakers from the state who serve in the Congressional leadership or on key health-related committees - Senate Finance, Health Education Labor and Pensions (HELP), and Appropriations Committees, and House Ways and Means, Energy and Commerce and Appropriations Committees.

How do I get a hotel room for the meeting?

A block of hotel rooms has been reserved for conference registrants at the JW Marriott Hotel, 1331 Pennsylvania Avenue, NW, Washington, DC. The block is under the name of the American Society of Anesthesiologists (ASA) and covers rooms from Friday, June 6th through Thursday, June 12, 2008. Reservations may be made by calling the hotel directly at 202-393-2000. A special rate of \$274 single/ double is available until the **room block closes on May 16, 2008**. Individuals seeking to make their reservation on-line should go to <http://marriott.com>. The group code is **asaasaa**. Each registrant is responsible for his or her own hotel arrangements.

What happens when the ASA room block closes or sells-out? What do I do?

Forty additional rooms have been added to the ASA Legislative Conference room block since last year. **Once this block is sold out or closed, rooms at the special negotiated rate are no longer available.** The ASA Washington office can provide attendees a list of alternate hotels in the vicinity of the JW Marriott; however, there is no room block available at these hotels.

2008 ASA Legislative Conference
Frequently Asked Questions (continued)

I noticed that once the formal Legislative Conference program ends on Wednesday morning, the rest of the day is set aside for Capitol Hill visits. How do I make my appointments?

First, appointments should be made as soon as possible through the lawmaker's scheduler. Do not wait until you arrive in D.C. to attempt to make an appointment with a lawmaker or their staff. Second, it is strongly recommended that you work with the other attendees from your Component to make assignments for individual lawmakers. If someone in the Component knows a particular lawmaker or is the ASA "Key Contact" for that lawmaker, he or she should make the appointment. Otherwise, you should make the appointment for the Member of Congress who represents your area, and your colleagues should make the appointments for their local Members of Congress. A State Component leader or appropriate "Key Contact" should be tasked with setting up the meeting with your U.S. Senators.

My State Component and group have staff to help us. I have asked them to make my appointments for me. Is that O.K.? It's so much easier that way.

Asking staff to make appointments is strongly discouraged. Indeed, allowing State Component administrative personnel or group administrative personnel to make appointments only furthers the perception -- however erroneous -- that physicians are aloof and think of themselves as "above" working with Congressional staff.

Individual anesthesiologists should make their own appointments. Attendees should call the scheduler or health aide to request the meeting. They should then perform all the necessary follow-up until the meeting is confirmed.

Remember that Congressional staff can be very transient. Many of today's senior Congressional staff started off answering phones or sorting mail. The receptionist you speak with this year could very well be someone who is working on their Master's degree in health policy at a nearby university. He or she is simply working as a receptionist to get their "foot in the door" of a Congressional office. Next year, the very same person could be a lawmaker's health policy aide. Start building a direct relationship with this staffer this year by serving as the primary contact for the office.

Should I make my appointments for my Congressional visits on Tuesday *and* Wednesday?

Making appointments for Tuesday is strongly discouraged. Past experience tell us that missing important parts of the Tuesday program can adversely impact the quality and effectiveness of the presentations made during the lobbying visit. Important information to use as part of the Hill visits may be missed. Additionally, when our speakers from

2008 ASA Legislative Conference
Frequently Asked Questions (continued)

Congress and the Administration are invited to appear before our group, they are told that they will be speaking in front of nearly 400 anesthesiologists and practice managers. Attending meetings while the Tuesday program is taking place, leaving the meeting for other reasons, or even lingering in the foyer reduces the size of our audience often upsetting our speakers. One year, due to attendees leaving during the program, a prominent health care policymaker spoke to less than 150 attendees instead of the promised 400 attendees. The speaker felt misled by ASA staff.

If a Congressional meeting cannot be scheduled for Wednesday, Thursday is the preferred alternative date. The ASA room block includes rooms for individuals departing Thursday and Friday.

When will the Conference's formal agenda become available?

Because a large part of the Conference program consists of speakers from Congress and the Administration, and such speakers are not able to confirm their schedules more than 3-4 weeks in advance of the meeting, it will be weeks before a final program is available. A tentative schedule is described above. Future schedules will be posted in the Office of Governmental and Legal Affairs section of the ASA Web Site at <http://www.asahq.org/Washington/08legconf.htm>. These schedules will be updated as speakers are confirmed. Position statements will also be made available at this link.

I have never attended the Legislative Conference, and I don't really know much about the ASA's positions on key issue. Moreover, I have never had a meeting with my elected official. What should I do?

Relax, but be prepared to learn! A significant amount of time at the Conference will be spent briefing you on ASA priority issues. You will be provided information on the status of the key issues, points to be made when speaking with lawmakers and their staff, responses to opponent arguments and other helpful information to fully prepare you for your meetings. Position papers and supporting documents will also be provided to you as part of the briefings. Additionally, ASA staff and physician leadership will be available to answer any questions you may have. Moreover, this year's Conference will feature a speaker whose expertise is effective communication with policy-makers.

I am a campaign contributor to my Member of Congress. Would this meeting be a good time to deliver my check?

You are to be commended for your political involvement. Providing direct political support to candidates supportive of our specialty is a very important part of advocacy. However, for the purposes of the Legislative Conference "Hill Visits," the making of political contributions is best left to another time. Remember, it is unlawful to deliver political contributions in official Congressional or Senate offices. The Legislative Conference is a great opportunity to focus specifically on health care policy and legislation and to leave the money side of politics for later.

2008 ASA Legislative Conference
Frequently Asked Questions (continued)

Are CME credits available for the Legislative Conference?

Yes, CME credits are available for parts of the program.

Who do I contact with more questions?

Additional questions can be directed to Manuel Bonilla in the ASA Washington office at 202-289-2222 or M.Bonilla@asawash.org.