From: OS OPHS OHRP (HHS/OPHS)
Sent: Thursday, February 23, 2012 11:00 AM
Subject: FREE OHRP Workshop- Minneapolis, MN, May 7, 2012

Dear Colleague:

The U.S. Department of Health and Human Services (HHS), Office for Human Research Protections (OHRP) is offering a **free** workshop in Minneapolis, MN on May 7, 2012 entitled:

"*Developing Your Human Research Protections Program: Regulatory Compliance and Additional Considerations*."

As an institutional official, human subject protections administrator, IRB member, or investigator, you are already aware that your institution must comply with numerous regulatory requirements regarding the Department of Health and Human Services (HHS) Regulations for the Protection of Human Subjects when conducting HHS-supported research. To further enhance your institution's Human Subjects Protections Program and expand your knowledge base of the Federal regulations, the OHRP has designed this workshop specifically to help institutions improve written policies and procedures when relying on an either an internal or an external Institutional Review Board (IRB).
In order for OHRP to provide this free educational program to as many institutions in the region as possible, each institution may register only three participants for the workshop. Attendance is limited to 100 participants, so early registration is strongly encouraged (see registration details below).

Target Audience

Those involved with the development and implementation of institutional human research protections policies and procedures.

Dates and Times

MONDAY, May 7, 2012
7:30 AM - 8:00 AM - Registration
8:00 AM – 5:00 PM – Workshop

Location

Radisson Plaza Hotel
35 South Street, Minneapolis, MN 55402
Website: www.radisson.com/minneapolismn_plaza

Objectives

This OHRP training workshop is designed for an institution's key personnel involved with the development and implementation of institutional human research protections policies and procedures. The workshop will cover the BASIC regulatory requirements for your human subject protection program. OHRP's staff will review and clarify the human subject protection regulations of greatest importance to institutions. OHRP has designed these workshops specifically to help institutions improve written policies and procedures.

At the conclusion of this program, the participant should be able to:

- Understand the basic history and requirements of the HHS human subjects protections regulations at 45 CFR part 46
- Identify the elements of a Human Subjects Protections Program
- Identify and develop required Institutional Review Board (IRB) procedures
- Develop recommended IRB policies
- Describe the membership requirements of a duly constituted IRB
- Identify essential elements of meeting minutes
- Understand the requirements for IRB record retention

Registration is Free

Registration Information

Attendance is limited to 100 participants, and registration is on a first-come first-served basis. Registration closes on April 24, 2012. **Please click on the web address below to register online**, obtain a general overview of the meeting, lodging information, and access the agenda and workshop materials. Please note that when you click on the registration tab, you will be asked to enter the password below to access the online registration form.

Web/Registration Address: http://ohrpqualityassurance.blsmeetings.net

Registration Password: **minneapolis07**
Registration Deadline: April 24, 2012

Contacts:

- Joan McClurg, at jmcclurg@seamoncorporation.com, (301) 577-0244, ext. 5626, for questions related to registration
- Michelle Feige, at michelle.feige@hhs.gov, (240) 453-8207 for questions regarding program content
- Darlene Ross at Darlene.ross@hhs.gov, (240) 453-8127 for accessibility requests

Food

Government regulations do not allow OHRP to provide food or beverages. Breakfast, lunch and breaks are on your own. Restaurant on premises and other dining options are in the immediate area.

Seating is limited, so register early!