

NACCHO

National Association of County & City Health Officials

March 8, 2012

Kathleen MacVarish
MA Health Officers Association
715 Albany Street
Boston, MA 2118

Dear Kathleen,

Congratulations! We are pleased to inform you that your program, Massachusetts Public Health Inspector Training (MA PHIT), has been selected as a model practice by the National Association of County and City Health Officials' (NACCHO's) Model Practice Program. The selection of this program as a model practice means that it demonstrates exemplary and replicable qualities in response to a local public health need. Your program reflects a strong local health department role, collaboration, innovation, and has demonstrated its value through evaluation.

Your program has gone through a vigorous peer-evaluation process over the past few weeks, and we would like to share some of the comments from the environmental health about your program:

"This is a model practice, it involves local, state, and federal government, professional organizations, and academia. This type of program sets the bar for any other training programs being built."

In addition to your program's selection as a model practice, and to recognize you for being an active NACCHO member, we are pleased to provide you with a stipend to the 2012 NACCHO Annual Conference, *Navigating the Currents: Positioning Local Health Departments for the Future*, in Los Angeles. This stipend will cover the conference registration fee and up to two nights of accommodations. You will be responsible for any other expenses including airfare, meals, social events, and ground transportation.

NACCHO requests your participation in a poster session that takes place during the Model Practice Recognition Reception, proudly sponsored by the Kresge



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Foundation, the evening of July 12. During the reception, you will be honored and awarded a plaque for your model practice, Massachusetts Public Health Inspector Training (MA PHIT). To find out more about the conference, please visit www.nacchoannual.org. We are sure that you will find the Model Practice Recognition Reception and the NACCHO Annual Conference to be a valuable educational opportunity to network and learn from your peers and from out national public health partners.

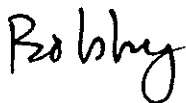
Along with this letter you will find a logistics sheet about the NACCHO Annual Model Practice stipend and the poster session form for you to complete.

In June, we will provide you with a template press release to help you announce your Model Practices award in July which will coincide with NACCHO's national press release.

If you have any questions about your award, the annual conference, press release, poster etc, please do not hesitate to contact the Model Practices Team at practices@naccho.org or 202-507-4250.

See you in Los Angeles!

Sincerely,



Robert M. Pestronk
Executive Director





2012 NACCHO ANNUAL CONFERENCE MODEL PRACTICE STIPEND LOGISTICS

JULY 11 - JULY 13, 2011

Centrury Plaza Hyatt Regency, Los Angeles, CA

PLEASE READ ALL INSTRUCTIONS CAREFULLY

Congratulations!

As a winner of a 2012 Model Practice, and by being an active NACCHO member you have been awarded a stipend to attend this year's NACCHO Annual Conference, *Navigating the Currents: Positioning Local Health Departments for the Future*, in Los Angeles. Please read the follow instructions in order to redeem your stipend, noting all deadlines, for the conference. Your NACCHO Annual stipend includes the following:

- One conference registration for a member of your health department. *Note: This will not include the social event or participation in pre or post-conference workshops.*
- Two-night stay at the Hyatt Regency.

All other expenses will not be covered by the stipend such as: transportation costs (airline tickets, taxi, etc.), daily food expense, additional room fees (phone, incidental fees, etc.),

Please follow the instructions below to confirm acceptance of your stipend and to ensure a successful trip to Los Angeles. If you are unable to attend the Annual meeting please let us know immediately.

Lodging: NACCHO will reserve a room for you at the Hyatt Regency for arrival on July 11th and departure on July 13th. If you would like to arrive on different dates or would like to stay longer (at your own expense) please change the dates on the form below. The hotel is located at

**Hyatt Regency Century Plaza
2025 Avenue of the Stars
Los Angeles, CA 90067**

Conference Registration: NACCHO staff will take care of registering you (or another member at you LHD) for the annual conference. Please send the following information to practices@naccho.org by **12 pm EST, Monday April 30, 2012.**

Name:	
Cell Phone:	
Arrival Date:	
Departure Date:	
Additional Guests in Room:	
Single or Double Room:	
Dietary Requirements:	
Special Instructions:	
Emergency Contact Name:	
Emergency Contact Phone:	

Transportation to Los Angeles: Transportation to and from the conference will NOT be covered by the stipend. To help you find an airline, please try Kayak (www.kayak.com) to find cheap flights. I would recommend buying tickets directly from the carriers in case of cancellations.

Reception/Poster Sessions: The Model Practice reception, will be held the evening of Thursday, July 12 at the Hyatt Regency. During the reception you will be awarded a plaque, take pictures with NACCHO's Executive Director, Robert Pestronk and NACCHO's President John Wiesman, MPH. It is also an opportunity for you to network with other awardees, peers and NACCHO staff.

We request that all model practices awardees display a poster during the reception as an overview of your practice as well to be used as a back drop for your picture. Below is a poster session form we ask for you to fill out and return to practices@naccho.org by 12 pm EST, Monday April 30, 2012.

All model practice posters must be set up the afternoon of July 12 and removed after the reception. If a local representative is unable to attend the conference to represent your Model Practice, your poster will be set up and removed by NACCHO staff. *Please note, however, that you will be responsible for all costs related to shipping your poster presentation and related materials to and from Los Angeles.* Please refer to the poster session form at the bottom of this letter for any additional information.

Press Release Template: NACCHO will provide a press release template for you to alert local news media, elected officials, and other partners of your success. This template will be sent out via e-mail the week of June 11. ***Please note that awards should not be made public until July 12, the date of the Model Practice reception.*** Hopefully this will give you ample amount of time to customize the press release and get it issued to your media outlets.

Questions:

Please contact Ivey Wohlfeld at practices@naccho.org or 202-507-4250 with any questions or concerns.

POSTER SESSION INFORMATION

POSTER SPECIFICATIONS

Posters should be mounted on foam core or poster board, should be 2.5 feet wide x 3.5 feet high, and have a sturdy back as they will be placed on standard easels. Please bring other promotional materials if you wish to distribute them.

STAFFING OF POSTERS

Model practice awardees are responsible for setting up and dismantling poster displays on July 12. Posters do not have to be staffed throughout the reception. *If you cannot attend the conference, you may still submit a poster.*

POSTER SHIPPING

Poster shipping information will be provided once you submit the form on the next page:

EMAIL THE FORM BELOW TO PRACTICES@NACCHO.ORG
OR FAX TO 202-783-1538 ATTN: MODEL PRACTICES
NO LATER THAN 12 PM EST, MONDAY APRIL 30, 2012
PHONE: 202-507-4250

Model Practices Recognition Reception Poster Session Form

Name &
Degree:

Title & Agency:

Name of Model
Practice:

Phone Number

Fax:

E-mail:

We:

Will display a poster

Will display poster and attend reception

Will **NOT** display a poster

Will **NOT** display poster but **WILL** attend reception