

Tab 1 – Introduction, Organization and Logistics

Training Goals

Resource Binder

Administrators – Who to contact for what

Airlie Conference Center

Address

Phone Numbers

Location and Driving Directions

Campus Map

Location of Meeting Rooms

Meal Services

Telephone and Internet Access

Computer Facilities

Photocopying

Local Medical Services

Daily Recreation

Allowable Costs and Reimbursement Procedures

Financial Disclosure Statements

Continuing Education Credits

Evaluating the Course

Session Evaluations

Overall Course Evaluation

2003 Summer Institute on Randomized Clinical Trials Involving Behavioral Interventions

Training Goals

Welcome to the Summer Institute on Randomized Clinical Trials Involving Behavioral Interventions organized by Mount Sinai School of Medicine. Over the ten days of this course you will gain a thorough grounding in the conduct of randomized clinical trials and develop competence in the planning, design and execution of clinical trials involving behavioral interventions. We have designed the course so that you will be able to:

- Describe the principles underlying the conduct of unbiased trials
- Contrast biomedical v. behavioral interventions in the context of RCTs
- Evaluate and critically interpret the literature on RCTs for behavioral interventions
- Contrast and evaluate alternative research designs in terms of their appropriateness
- Contrast and evaluate methods for monitoring, coordinating and conducting RCTs
- Select appropriate outcome measures, enrollment strategies and randomization techniques
- Design a specific research proposal in collaboration with the Faculty and other Fellows

Towards these ends we have organized the schedule around morning and early afternoon lectures, followed by afternoon study groups. We have allowed ample time for both informal conversations and optional Faculty consultations, as well as recreation. We hope that the result will be an enriching and enjoyable learning environment for both the Fellows and the Faculty.

Resource Binder

This *Resource Binder* includes both logistical information about the conference and details on the course itself and its instructional materials. Please read the first two sections carefully, and then continue to follow along with the presentations and their assigned readings as the course progresses. Undoubtedly there will be last minute additions and changes – we will provide any additional information to you throughout the length of the course.

Administration: Who to Contact for What

Course Content – Organization, Lectures, Study Groups, Readings, Assignments

Karina Davidson, Ph.D
Mount Sinai School of Medicine
Box 1030, One Gustave L. Levy Place
New York, NY 10029
212.659.5620 phone
212.659.5615 fax
karina.davidson@msnyuhealth.org

Logistics – Travel, Housing, Reimbursement, Course Evals, CE Credits

Michaela Shank
Mount Sinai School of Medicine
Box 1030, One Gustave L. Levy Place
New York, NY 10029
212.659.5639 phone
212.659.5615 fax
michaela.shank@msnyuhealth.org

Both Dr. Davidson and Ms. Shank will be onsite during the entire event.

Airlie Conference Center

Airlie Conference Center
6809 Airlie Road
Warrenton, VA 20187
540.347.1300 phone
540.347.5957 fax

Transportation to/from Airports and Airlie:

The Airlie Conference Center recommends either of the following two airport van services for travel between air/rail stations and Airlie. From the Reagan/Washington Nat'l Airport (approximately 60 minutes) the fare is around \$75, and from Dulles Int'l Airport (approximately 45 minutes) the fare is around \$65. *(Please note that for reimbursement receipts are only necessary for any one cost that exceeds \$75, including taxi fares and airport parking.)* Please arrange for your own ground transportation to and from all airports.

Advance reservations are required.

Falcon Sedan Network 703.598.0567
Manassas Cab Company 703.257.0222

Meal Services and Special Dietary Requirements

Three meals a day as well as beverage and snack services during breaks are provided as part of the meal package. On Saturday and Sunday July 26th and 27th box lunches will be provided to facilitate day trips off-site. Please sign up for your boxed lunch with Michaela no later than Tuesday, as there is an additional charge for these meals, and the Center needs an order in advance.

Telephone and Internet Access

There are data ports in each guest room. You will need to bring your own laptop and modem for Internet connections in your guest room. Local and 1-800 calls are free as long as the call lasts less than one hour, at which point you will be charged 50 cents per minute. This is especially important to note when you use the phone or Internet for extended amounts of time, as you are responsible for all telephone charges. Pre-paid calling cards are available for purchase at the front desk.

In addition, at least one computer (MS Windows) with an Internet connection and a printer is available in the lobby. You may use this computer for web-based e-mail.

Computer Facilities

We encourage you to bring a laptop computer, as we will be providing only limited access to computers. Bring some floppy disks if you anticipate the need to print files!
Macintosh users: Airlie is a Windows environment. Make sure your Mac software can produce files that can be read by MS Word, PowerPoint or Excel for Windows. You may have to copy files onto Windows-compatible disks. Please plan ahead if you believe you'll need to use Airlie's computers.

Photocopying

A photocopier will be available for our use. The charge is 10 cents per page

Daily Recreation

The Center is in a country-club like setting which offers opportunities for country walks, biking, tennis, jogging, swimming, skeet shooting, and fishing. Please note that lifeguards are not present at the pool or the lake. Some fitness equipment is also available in the gym. A cash-bar pub, complete with billiards table, is located near the swimming pool and open during the evenings.

Allowable Costs and Reimbursements

Mount Sinai is paying directly for your travel and living expenses (room and board) while you are attending the Summer Institute. You are responsible for telecommunications (e.g. fax, phone, Internet charges – see above), incidentals and recreational expenses, as well as costs of non-participant guests such as your spouse or children.

Mount Sinai will reimburse you for ground transportation costs by taxi or similar means of transportation between your home/office, airports and Airlie Center. If you intend to drive your own car to the meeting, you will be reimbursed at the rate of \$0.36/mile, plus any tolls. Reimbursement of long distance travel by private automobile cannot exceed the amount to be paid for air or rail travel by the most direct route at the lowest reasonable fare. It is necessary to keep odometer readings and obtain receipts for parking and tolls. Car rental is not a reimbursable cost without prior written approval. Please contact Michaela Shank if you will require driving instructions to Airlie.

In general, receipts are necessary only for any single cost that exceeds \$75, including taxi fares and airport parking. Please note that travel to local attractions, restaurants and shopping areas is not a reimbursable expense.

Additional Guests: The additional adult rate is \$125/person/day. This rate also applies to baby-sitters. It includes a guestroom shared with you (the meeting participant), three meals per day, and use of the conference center's facilities. Airlie always tries to assign couples to a double-occupancy room, one with two double beds instead of one double bed.

Reimbursement Procedures

Your Resource Binder includes a Participant Travel Reimbursement Form to request payment of your out-of-pocket expenses. We cannot guarantee payment if your form is not received within 90 days of the meeting. Please remember to (1) retain and forward all required receipts and (2) mail the original signed and dated forms to Michaela Shank at Mount Sinai. Faxed forms will not be accepted.

Financial Disclosure Statements

In accordance with the policies of the National Institutes of Health/Foundation for Advanced Education in the Sciences (NIH/FAES), we are providing disclosure statements of speakers' financial interests in or relationships with the manufacturer(s) of any commercial product(s) that may be discussed during the course. Please review in advance of each lecture. They may be found at Tab 3, M.