



**RCMI**  
COORDINATING CENTER

# CONFERENCE PLANNING







# RCMI 2024

**2024 RCMI Consortium National Conference**  
*April 29–May 1, 2024*

**Hyatt Regency Bethesda: One Bethesda Metro Center**  
7400 Wisconsin Ave., Bethesda, MD 20814

**SURVEY REPORT**





# IMPORTANT DATES

- **December 15, 2023**  
Program Agenda Deadline
- **December 22, 2023**  
Launch \*TENTATIVE
- **February 15, 2024**  
Early Bird Registration Ends  
*Rates end at 11:59 PM EST. Payment must be received by the deadline for the discount to apply.*  
Abstract Submission Deadline  
*Portal will close at 11:59 PM EST.*
- **March 7, 2024**  
Abstract Selection Notifications  
*Submitting authors of selected abstract will be notified no later than 11:59 PM EST.*
- **March 21, 2024**  
Abstract Presenter Responses Due  
*Authors notified of acceptance must complete the response form by 3/21/2024. Form will close at 11:59 PM EDT. **Abstracts Submitters who do not complete the response form will be removed from the conference and its corresponding materials.***
- **March 29, 2024**  
Lodging Discount Deadline  
*Lodging reservations must be made by 5:00PM EDT for the discounted group rates to apply.*  
Standard Registration Ends  
*Rates end at 11:59 PM EDT. Payment must be received by the deadline for the discount to apply.*
- **March 30, 2024**  
Late Registration Begins  
*Rates begin at 12:00 AM EDT.*
- **April 15, 2024**  
RCMI Presentation Deadline  
*Slide presentations must be submitted prior to the conference. **Presentations will NOT be accepted on-site nor will the use of personal computers nor storage devices be allowed.***
- **April 28, 2024**  
PI/PD Meeting
- **April 29, 2024**  
Conference Begins





# NEXT STEPS

- Generate “Save the Date” Announcement
- Create Draft Program Outline
- Design & Develop Conference Website
- Design & Develop Registration Portal, Lodging, and Abstract Submission Portal & Guidelines