

# 2011 Policy Leadership Institute

## Preparation Deadlines

### September

#### Sept. 9th

- All airline reservations need to be confirmed (*Social Work Scholars must have their arrangements by this date to receive full reimbursement*)
- Any changes to hotel arrival/departure dates need to be submitted to Julia at [jmeashey@geron.org](mailto:jmeashey@geron.org)

For logistics e-mail containing travel details, SW Scholars may reference the July 12<sup>th</sup> e-mail under Archived E-mail Correspondence link on the pass code protected Faculty Scholars Program page:

<http://www.gswi.org/programs/hfs/scholars/home/index.html>

***Nurse Scholars may reference an e-mail from Julia Meashey dated August 22<sup>nd</sup>.***

#### Sept. 30<sup>th</sup>

- All research summaries are due

For information on the research summaries, see the Orientation call notes from September 12th.

### October

#### Oct. 1st

- Most if not all of your Hill appointments should be made by this date.
- Make sure to send your schedule to Jenn Kaufer at [jkaufer@geron.org](mailto:jkaufer@geron.org).

For information regarding the visits, see the letter from Brian Lindberg on the Institute webpage.

## **November**

### **Nov. 18th**

- All Social Work Scholars must have their reimbursement requests submitted by this date

Forms should be sent to Julia Meashey at the following address:

**Julia Meashey, MA  
Hartford Program Manager  
The Gerontological Society of America  
1220 L St., NW, Suite 901  
Washington, DC 20005**