



# International Initiative for Mental Health Leadership and International Initiative for Disability Leadership



## FAQ (Frequently Asked Questions) 2019 Washington DC Leadership Exchange September 9-13, 2019

	Question	Answer
1.	What are IIMHL and IIDL?	IIMHL and IIDL work to advance leadership development through the creation of networks and partnerships for rapid knowledge transfer about mental health/addictions (IIMHL) and disability (IIDL) innovations and problem solving across countries and agencies. See <a href="http://www.iimhl.com">www.iimhl.com</a> and <a href="http://www.iimhl.com/iidl-homepage.html">http://www.iimhl.com/iidl-homepage.html</a>
2.	What is the Leadership Exchange?	<p>The Leadership Exchange is a week-long event for IIMHL and IIDL members, with two components:</p> <ol style="list-style-type: none"> <li>1. Two-day site visits or “Matches” (Monday- Tuesday) involving leaders with shared interests, who participate in a jointly developed program to support knowledge exchange. Matches have been held on topics such as suicide prevention, data and surveillance, criminal justice involvement and many more.</li> <li>2. Following a travel day on Wednesday, the two-day Network Meeting (Thursday-Friday) brings all participants together for a program that includes keynote presentations on emerging innovations and opportunities for further knowledge exchange. An opening reception is held Wednesday evening.</li> </ol> <p>For 2019, the US and Canada are hosting the Matches on September 9-10. SAMHSA and NASMHPD are hosting the Network Meeting in Washington, DC from September 11-13.</p>
3.	Who can become a member of IIMHL or IIDL?	You are eligible to join IIMHL and IIDL if you are in a leadership role. To join IIMHL, go <a href="http://www.iimhl.com/iimhl-join.html">http://www.iimhl.com/iimhl-join.html</a> . To join IIDL, go to <a href="http://www.iimhl.com/iidl-join.html">http://www.iimhl.com/iidl-join.html</a> .
4.	Who can participate in the five-day Leadership Exchange?	<p>Members of IIMHL and IIDL may participate in the Leadership Exchange.</p> <p>In 2019, there is no fee to register if you are from the following countries:</p> <p><b>IIMHL:</b> Australia, Canada, England, Republic of Ireland, Netherlands, New Zealand, Scotland, Sweden, USA, Denmark, Finland, Iceland, Norway</p> <p><b>IIDL:</b> Australia, Canada, England, Republic of Ireland, New Zealand, Sweden, US, Denmark, Finland, Iceland, Norway</p> <p><b>However, if you register for the Network Meeting and do not attend without prior notice, you will be invoiced for all catering in full.</b></p>

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5.	Is there a cost to participate in the Leadership Exchange?	<b>If you register for the Network Meeting and do not attend without prior notice, you will be invoiced for all catering in full.</b>  IIMHL/IIDL members from countries other than those listed above, can apply at a cost of US\$400.00, which needs to be pre-paid.
6.	How do I become a member?	Review the joining criteria and, if applicable, complete the online membership form (Note: there is no fee to join): IIMHL - <a href="http://www.iimhl.com/iimhl-join.html">http://www.iimhl.com/iimhl-join.html</a> IIDL - <a href="http://www.iimhl.com/iidl-join.html">http://www.iimhl.com/iidl-join.html</a>
7.	How do I register?	Once you have joined either IIMHL or IIDL and your membership record is activated, you can register at these links: IIMHL - <a href="http://www1.iimhl.com/Meetings/216_WashingtonUS-RegForm.asp">http://www1.iimhl.com/Meetings/216_WashingtonUS-RegForm.asp</a> IIDL - <a href="http://www1.iimhl.com/IIDL/Meetings/216_WashingtonUS-RegForm.asp">http://www1.iimhl.com/IIDL/Meetings/216_WashingtonUS-RegForm.asp</a>
8.	I am trying to register for the Leadership Exchange. When I enter my email address I am getting an error message.	<ul style="list-style-type: none"> <li>• Have you completed a membership record for IIMHL/IIDL? You can only register if you are a current member. Your email address will be automatically accepted if you are using the email address in your membership record.</li> <li>• Have you changed your email address since joining IIMHL/IIDL? If so, you need to update this in your membership record. Here is the link from the website to access your membership record: IIMHL - <a href="http://www1.iimhl.com/Login.asp">http://www1.iimhl.com/Login.asp</a> IIDL - <a href="http://www1.iimhl.com/IIDL/Login.asp">http://www1.iimhl.com/IIDL/Login.asp</a> If you cannot remember your username and password, please contact Erin Geaney at IIMHL at <a href="mailto:erin@iimhl.com">erin@iimhl.com</a></li> </ul>
9.	The registration form has a section asking if I am a "Host" or a "Visitor". Can you explain the difference?	If you are a confirmed Host of a two-day match on the Monday and Tuesday, select "Host". If you are a visitor in a match, select "Visitor". Someone from the same country as the location of the match will be a visitor unless they are responsible for the match.
10.	I need to seek funding approval to attend. Can I register in advance to secure a place?	Yes, you can, however you will need to email Erin at <a href="mailto:erin@iimhl.com">erin@iimhl.com</a> to advise you are awaiting approval to confirm your attendance. If the allocated number of places for your country is getting close to being full, we will advise you.
11.	Who do I apply to for funding to attend the Leadership Exchange?	Neither IIMHL or IIDL provide access to funding. We suggest you contact your organization and any funders within your country.
12.	Do I have to attend the full event, or can I just participate in a match on the first two days?	We encourage members to participate in the full event if they can for maximum benefit. If you are unable to do so, then please register for the match of your choice and we will confirm with the host that they have space available. This is usually not a problem.

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13.	Can I attend just the Network Meeting at The Capital Hilton?	Each member country has a set allocation for places at the Network Meeting. Members participating in the full event will be given priority over those who are only wanting to attend the Network Meeting. You may be placed on a waiting list until closer to the event when we will have a better idea of total numbers. At previous events, those on a waiting list have usually been able to be accommodated.
14.	Can I attend just one day at the Network Meeting?	As above, preference will be given to those who are participating in the full event. You will be placed on a waiting list until closer to the event.
15.	I will only be able to participate in a match for one day. Is this possible?	Preference will be given to people attending the full event. You will be placed on a waiting list until closer to the event when we will be able to determine if this is possible. At the time of registering, please note this on the registration form in the Notes section.
16.	Can I attend two different matches, one on Monday and one on Tuesday?	No, you can only participate in one match.
17.	Where can I find the Agenda for the Network Meeting?	Please see: <a href="http://www.iimhl.com/files/docs/2019_Program.pdf">http://www.iimhl.com/files/docs/2019_Program.pdf</a>
18.	What is a "match"?	A match is the term used for matching members with Hosts of the various match sites. For more information, see: <a href="http://www.iimhl.com/iimhl-about-us.html#a11">http://www.iimhl.com/iimhl-about-us.html#a11</a>
19.	How do I select my match?	<u>Review</u> the list of available matches, <b>taking particular note of the location of the match:</b> <b>IIMHL:</b> <a href="http://www1.iimhl.com/Meetings/Matches.asp?msstat=2">http://www1.iimhl.com/Meetings/Matches.asp?msstat=2</a> <b>IIDL:</b> <a href="http://www1.iimhl.com/IIDL/Meetings/Matches.asp?msstat=2">http://www1.iimhl.com/IIDL/Meetings/Matches.asp?msstat=2</a>  Select your match: <b>IIMHL:</b> <a href="http://www1.iimhl.com/Meetings/Matches.asp">http://www1.iimhl.com/Meetings/Matches.asp</a> <b>IIDL:</b> <a href="http://www1.iimhl.com/IIDL/Meetings/Matches.asp">http://www1.iimhl.com/IIDL/Meetings/Matches.asp</a>  <b>Note: You must select your match within two weeks of registering (some people may not be sure of funding at this stage). If you cannot obtain approval, please let us know and we will keep you on a list.</b>
20.	How do I contact the Host of the match and other visitors?	When you select your match, you will receive a match confirmation letter that will introduce you to the Host/s and any other visitors in the match at the time. The letter will include all contact information. The Host should make contact with you and others in the match with additional information and should ask you questions relating to what you would like to see addressed as part of the agenda. From time to time you will receive updated match lists as others join your match and you should all be in contact with each other prior to the event.
21.	Who will provide the Agenda for my match?	The Host will provide you with an Agenda for the two day match along with additional local information, e.g. accommodation, transport, etc. You will also be engaged by the Host in developing this agenda.
22.	Who should I contact if I do not have contact from my Host?	You should allow two weeks for contact from your Host/s. If you do not receive an email from them, please contact Erin Geaney at IIMHL at <a href="mailto:erin@iimhl.com">erin@iimhl.com</a> . Erin will follow up with the Host on your behalf.

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23.	If I select a match and then change my mind, is it possible to change matches.	Yes, you can. When you select your first match, you will receive an electronic confirmation which will contain a link to remove yourself from your match if this is required. You will then be able to select another match using the link: IIMHL - <a href="http://www1.iimhl.com/Meetings/Matches.asp">http://www1.iimhl.com/Meetings/Matches.asp</a> IIDL - <a href="http://www1.iimhl.com/IIDL/Meetings/Matches.asp">http://www1.iimhl.com/IIDL/Meetings/Matches.asp</a> Alternatively contact Erin Geaney at IIMHL at <a href="mailto:erin@iimhl.com">erin@iimhl.com</a> . If you remove yourself from a match, you should contact the Host and other visitors in that match to advise you will no longer be joining them.
24.	The match I want to select is "FULL". Can I be added to a waiting list for the match?	Yes, you can. Please contact Erin Geaney at IIMHL at <a href="mailto:erin@iimhl.com">erin@iimhl.com</a> .
25.	Is lunch provided to Match attendees on the 9th and 10th of September?	Hosts may provide some catering but are not required to do so. If they do not, there should be readily available sources of food and refreshments nearby. You should check directly with your Host.
26.	I am trying to find more information on the Host of a match I am interested in. Where do I find this?	The website address for your Host is included in the match information, as well as additional information in the match description on the website.
27.	Is the Welcome Reception on the Wednesday evening open to all those who have registered?	Yes, it is.
28.	Is there a preferred hotel or a list of other options to suit our budget?	The preferred hotel is the Capital Hilton, where we have obtained discounted rates for registered attendees. See: <a href="http://www.capitalhilton.com">http://www.capitalhilton.com</a> . To book directly: <a href="https://book.passkey.com/go/IIMHLSeptember2019">https://book.passkey.com/go/IIMHLSeptember2019</a>
29.	If I choose not to stay at the preferred hotel, does this impact on my ability to register for the event?	No.
30.	Are there wheelchair accessible rooms at the preferred hotel?	Yes.
31.	I require wheelchair accessible transport in Washington, DC. How do I organise this?	Contact us at <a href="mailto:erin@iimhl.com">erin@iimhl.com</a>
32.	Will there be someone available at The Capital Hilton to assist me with mobility at the venue (e.g. during catering breaks and getting to and from breakout rooms)?	While we usually do have someone assigned to assist with smaller requests, including obtaining special equipment etc, if a greater level of assistance is required, the person attending will be asked to provide their own support person. There will be no costs for catering for the support person.
33.	Will a list of participants be made available to all those registered?	The event app will enable leaders to know who is in attendance and provide the ability to contact them through the app.