

October 1, 2009

TO: ILAM Level 2 Participants

FM: James D Cox  
2010 Chair, ILAM Committee

RE: 2010 ILAM Registration

Thank you for your interest in AALAS's management program, the Institute for Laboratory Animal Management (ILAM), being held May 2–6, 2010. Enclosed is an information brochure and an application for the 2010 program. Please complete the application and return it to the AALAS office with payment by mail or fax no later than January 15, 2010. Openings will be filled on a first-come basis. Therefore, if you are sincerely interested in attending the 2010 program, it would be in your best interest to mail or fax your completed application with payment as soon as possible.

The 2010 ILAM program's registration fee covers the program and class manuals only. Your program fees will be handled by the AALAS office and your housing will be handled directly with Fogelman Conference Center or Holiday Inn-University of Memphis. As in the past, your meals, except room service, will be included in your room rates.

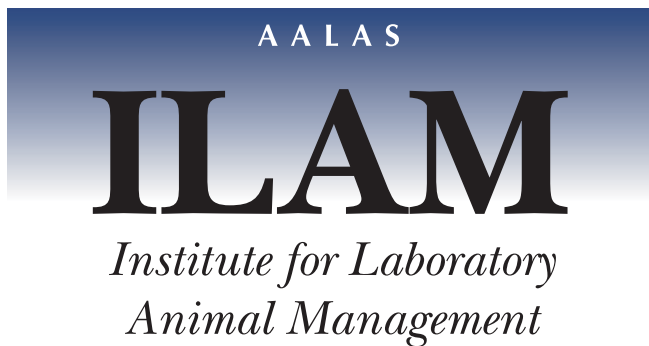
Please be aware each participant returning for the Level 2 session will be responsible for a project and presenting a report on their findings.

Once your application is received and processed, an ILAM Acceptance Letter will be sent to you giving much greater detailed information about the ILAM program. Your housing form will be sent with your Acceptance Letter once your application is received. A copy of the Acceptance Letter must accompany your housing form when making your hotel reservations.

We are very excited about the success of ILAM and look forward to having you share this unique educational and networking experience with us next year. If you have any questions regarding the program, please contact Carolyn Simonton at the national AALAS office at (901) 754-8620 or by e-mail: [carolyn.simonton@aalas.org](mailto:carolyn.simonton@aalas.org).

attachments





The Institute for Laboratory Animal Management (ILAM) is an AALAS educational program developed to provide instruction in management concepts that is applicable to the laboratory animal science industry and to enhance communication, team building, and networking among colleagues with mutual interests.

**Background:** Directors, managers, and supervisors of laboratory animal facilities have seen their roles grow more and more complex over the years, and they have found themselves in a unique profession. People in management positions must be able to interpret the social, political, and economic environments in which they operate and use administrative and technical skills to maintain and improve their animal care and use programs. The vast majority of persons in these positions were trained in biologic and veterinary sciences and must find additional training in management skills to fulfill their administrative roles.

ILAM was initiated by AALAS in 1992 and graduated the first class in 1993. ILAM is sanctioned by the AALAS Board of Trustees and is governed by the ILAM Committee. Upon completion of the two-year program, each student will receive a certificate recognizing his/her successful completion of the program.

**Program Format:** The program includes 64 classroom hours of instruction over a two-year period. The school provides a progressive program requiring 32 hours of instruction annually. Orientation and classes for each level will begin on the first or second weekend in May, and closing ceremonies will conclude the program on the following Thursday evening.

Class topics vary from year to year depending on the needs of the industry and the requests of the students. The following are examples of some of the previous class titles from both Level I and II:

AAALAC—Managing a Site Visit	Public Relations
Training Management	Problem Solving/Team Building
Communications	Record Keeping/SOP Development
Managing Your Career	Regulatory/Compliance Issues
Bioethics	Performance Appraisals
Facility Technology	Financial Management
Negotiating with Diplomacy	Violence in the Workplace
Leadership	Time/Stress Management
Managing Diversity	Dealing with Difficult Employees
Stress Management	
Institutional Policies	

**ILAM Faculty:** ILAM faculty are selected for their expertise on subjects relating to management and specifically to managing laboratory animal care and use programs.

**Location:** ILAM will be held at a facility in Memphis that is specifically designed for educational programs, meetings, and conferences. Regular meals are provided buffet style to enhance networking with classmates and support the “total immersion” concept of the program.

**Fees:** The ILAM registration fee includes tuition, instruction, class materials, and the closing banquet. Housing and meals are arranged as a package for the five days (additional lodging options are available at the participant’s expense.) See application for current rates.

Payments must be made in U.S. dollars drawn on a U.S. bank using a check or money order. VISA, MasterCard, Discover and American Express are also accepted. Purchase orders will be accepted; however, your registration will not be guaranteed until the invoice is paid in full.

**Registration:** Registration forms are available each year on October 1 for the following year’s classes. Only completed applications accompanied with the full registration fee will be accepted. Registration can-not be made by phone. Applicants paying with credit card may do so by fax. Class size is limited and acceptance into the program is based upon the first applications received that are accompanied with payment. Contact the AALAS office for further information.

**Transportation:** Participants must make their own transportation arrangements. Transportation to and from the Memphis Airport is provided by the hotel.

**Continuing Education Units:** Participation in each year of ILAM does qualify toward the AALAS Certification Registry requirements at all levels of certification and has been approved for CEUs from the American Association of Veterinary State Boards.



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“ILAM has given me the opportunity to expand and excel in the Animal Management field. You surround yourself with a multitude of friends with different levels of management experience that you can always count on to help you make well calculated decisions.”  
—*Ramiro Rodriguez, AS, LATG,*  
2001 Level II Student,  
Ft. Sam Houston, TX

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“ILAM has been the best professional development experience I have encountered. I would highly recommend it to anybody in this field.”  
—*Wendy Walker, LATG,*  
2001 Level II Student,  
Kansas City, MO