

Overview: The RABDAB Regional Medical Fund (RabDab Fund) is available to help fund qualified health care providers attendance at LPA Regional or Joint Regional Conferences. It is preferred that Regional planners secure Medical Advisory Board (MAB) members, although approval may be given for non-MAB individuals, depending on the circumstances. Regional planners should apply for RabDab funding well in advance of the Regional. Medical providers will be paid through reimbursement on basic travel expenses including airfare or transportation, parking and one (or two) night lodging.

Criteria:

- The LPA Regional (or Joint Regional) must be demonstrably well-planned.
- MAB attendance and registration forms to request individual medical meetings must be included in registration booklets and marketing materials prior to the event.
- Medical professional(s) should be a MAB member. Alternatively, a medical provider who sees at least five LP's annually could be considered. Priority should be given to orthopedists or geneticists, followed by ENT or neurologists. Any non-MAB individual must be approved by the RabDab Committee prior to the Regional. Pharmaceutical representatives are not covered by this grant.
- LPA Regionals can apply for up to \$750 to transport and house one medical provider, or up to \$1,500 for two providers.

Process:

- The District Director should work with their Regional Representative early in the planning process to indicate the District's desire to apply for RabDab funds. This allows the Regional Representative to be aware of all requests for RabDab funding within the Region.
- To apply for funding, the District Director should prepare a narrative request letter to the RabDab Committee. The letter should be sent to the Executive Director, copying the Regional Representative and LPA's Vice President. The request should include the following:
 - Dates for the Regional
 - Identification of a Medical Coordinator who will be the primary point person for the MAB providers onsite. The "medical coordinator" is an LPA volunteer, not the MAB attendee, and will be responsible for reporting back to the RabDab Committee at the conclusion of the Regional.
 - Overview of the District's plans for medical provider participation at their upcoming regional, and request RabDab Funding (see attached sample schedules and timeline).
 - Identify which MAB will be attending and an estimate of the amount needed for travel expenses. If this has not yet confirmed, please include who is being considered for attendance.
- LPA's Executive Director will present all applications to the RabDab Committee for approval and will notify the District Director of the committee's decision.
- After the conclusion of the Regional, the District Director or Medical Coordinator will complete and submit an LPA Expense Report (located [HERE](#)) and associated receipts to the Executive Director, who will approve and submit to the Finance Director for reimbursement.
- The Medical Coordinator should complete a post-Regional Report regarding the success, submitted online. The form is located [HERE](#).

Suggested MAB Schedule at Regional:

Friday Night	MAB member arrives
Saturday morning	MAB presentation and Q&A session to LPA membership
Saturday afternoon	Individual Medical Meetings
Saturday p.m. or Sunday	MAB member departs

Sample Planning Cycle for MAB attendance:

TIMING	ACTION	NOTES
6-12 months before Regional	<p>Work with Regional Representative to request funding.</p> <p>Schedule and confirm MAB attendance.</p> <p>Identify MAB Medical Coordinator.</p>	<p>The “medical coordinator” is an LPA volunteer, who will be primarily responsible for coordination of the medical presentations and individual medical meetings.</p>
6 months before Regional	<p>Registration packets to highlight MAB attendance, with individual medical meeting registration form.</p>	<p>Schedule / contact information is the medical coordinator volunteer. Individual medical meeting forms should remind patients to bring all relevant films and medical reports.</p>
One month before Regional	<p>Ensure MAB travel arrangements are completed to secure lowest cost possible.</p>	
One week before Regional	<p>Identify and secure room for individual medical meetings.</p>	<p>1) Use the MAB’s hotel room 2) Alternatively, ask attendees without children for use of their room. The key is given to the medical coordinator, who is in charge of the room & key during that time.</p> <p>NOTE: The grant does not cover the cost of an additional hotel room for medical meetings.</p>

Saturday morning	10 minute presentations from each of the physicians and Q&A, with general membership	Should cover their specialty, how it intersects with LP needs. Remind MAB to keep at a “lay” person level, and that some participants are 1 st time attendees and new parents. Remind audience to avoid asking questions specific to their need.
Saturday lunch	Pre-order food (if needed) in coordination with MAB and hotel.	Try to find private space, so MAB can talk to each other and not be interrupted by well-meaning patients. NOTE: The grant can be used to cover the cost of this luncheon but should only involve the MAB providers and possibly the medical coordinator volunteer.
Saturday afternoon	Individual Medical Meetings with families.	Medical coordinator to sit in lobby near rooms to coordinate requests and schedule. 15 – 20 minute meeting times are adequate, and allow for at least 8 people to be seen by each MAB provider.
MAB departure		If less than 2 hour travel time (flight), we suggest a Saturday flight to avoid two nights of lodging cost.
Conclusion of Regional	Submit Expense Report for Reimbursement Complete RabDab Post-Regional Report	MAB to submit receipts for reimbursement to Medical Coordinator (or District Director), who will submit an expense report with receipts to LPA’s Executive Director, for approval and submission to LPA’s Finance Director for reimbursement.