

## ANNOUNCING...

### CMS Annual Bidding Conference (A Paperless Conference)

DATE: **April 5, 2006** Medicare Advantage and Prescription Drug Plans Sessions (In Person and via Live Satellite Broadcast/Webcast)  
**April 6, 2006** Actuary Sessions (In Person)  
**April 11, 2006** Actuary Sessions (In Person Repeat of April 6 Session)

LOCATION: **Centers for Medicare & Medicaid Services, Auditorium  
7500 Security Boulevard Baltimore, Maryland 21244**

DATE: **April 5 or 6, 2006** – HPMS (Lecture); PBP Systems Computer Training Sessions (Hands On)

LOCATION: **CMS Employee Development Center  
7111 Security Boulevard Baltimore Maryland 21244**

**NOTE:** Concurrent sessions are being held at different locations on April 5 & 6.

**Registration Website "LIVE" at:** <http://CMSBiddingConference.lmi.org>

**This is a paperless conference; participants should download all conference materials prior to arriving at the conference. Presentation materials will be available on the CMS website after March 28, 2006** (go to the Meetings & Conferences page, [http://www.cms.hhs.gov/MedicareAdvPartDTrain/03\\_MeetingsConferences.asp](http://www.cms.hhs.gov/MedicareAdvPartDTrain/03_MeetingsConferences.asp), and click on the Bidding Conference link). **Presentation materials will not be available for downloading onsite.**

**SECURITY:** This conference will be held in a Federal building. Strict security procedures will be enforced and proper identification is required. Please note the following guidelines:

Visitors are subject to a vehicular search, and can only gain access through the Central Building Main Lobby. \*\*Visitors must be on a pre-approved list and have two forms of identification. One form of ID must be a valid (non-expired), Government-issued photo ID badge (i.e., driver's license, age of majority card, official school ID, etc.) Visitors will be issued a temporary building pass from the guard at the Central Building Main Lobby.

CMS has scanning devices at all guarded building entrances to comply with the Department of Justice's vulnerability assessment of our complex. The walkthrough scanners expedite entry to comply with increased security measures. Our walkthrough devices are the same as used by the airport and are certified safe for everyone, including pregnancies.

The scanners allow for safe and reliable examination of all parcels, including purses, brought into the complex. If a suspicious item shows on the monitor screen, the guard is authorized to request the individual to remove the item from the package to be further examined. Failure to comply, and dependent upon the nature of the item, will result in a delay in admittance while the Federal Police are dispatched to assist the guard. Guards conduct a normal visual inspection of bags when individuals exit the complex.

Conference participants will be allowed access to the conference area, computer training rooms, bathrooms, main lobby, and the cafeteria. All other locations within the CMS complex are off-limits to conference participants unless escorted by a CMS employee.

### **Arrival Time**

Due to the increased security measures, all participants planning to attend the conference in person should allow appropriate time to get through both security checks. You will be able to gain entrance into the building at 8:00 a.m., so arrive early. With the number of participants expected for this event, there will be some delays. We appreciate your patience and understanding.

### **Parking**

Parking is very limited. All participants are encouraged to use cab/limo or car pool.

### **Smoking**

Smoking is not permitted anywhere on the Agency single site campus. Those wishing can only do so outside of the fenced area surrounding the CMS campus.

### **MEALS:**

Breakfast, Lunch, and snacks can be purchased in our cafeteria. All food and beverages must be consumed in the dining area.

The Sodexho Cafe and Food Court (located in the lower level of the Central Building) offers a variety of top quality meals in a pleasant, modern surrounding. The dining room accommodates a total of 425 guests at one seating (weather permitting - outdoor seating will accommodate an additional 100 guests.) Breakfast is served daily from 6:30 a.m. to 9:30 a.m. The breakfast menu features gourmet and regular coffees, hot breakfast bar and grill, fresh fruit bar, and a delicious variety of fresh gourmet bakery items. Coffee and bakery items are served daily from 9:30 a.m. to 10:30 a.m. Lunch is served starting at 11:15 a.m. and continues to 1:30 p.m. The lunch menu offers daily specials of two hot entrees, a variety of fresh vegetables and side dishes, soup and salad bar, deli sandwiches, a special dessert bar, fresh fruits, soft frozen yogurt and assorted ice creams, sodas, milk, coffee, and tea. Coffee, cookies, brownies, ice cream, and frozen yogurt remain available from 1:30 p.m. to 3:00 p.m. Jazzman's Coffee Stand, located in the lower level lobby, is open from 6:30 am to 3:30 pm.

**Alternative Sources of Information:** Recognizing that we are not able to accommodate everyone one who may wish to attend the MA/PDP sessions in person or view them live via Satellite Broadcast or Webcast, please note that these sessions will be archived at <http://cms.internetstreaming.com> for one month following the original date of the conference.

Recordings of the MA/PDP and Actuary Sessions will be available to purchase from National Technical Information Service (NTIS) after the conference has concluded. The PBP and HPMS sessions will not be recorded.

For copies of the sessions, please contact NTIS directly at:

5285 Port Royal Rd., Room 1008, Sills Bldg., Springfield, VA 22161; (703) 605-6186

## **CONFERENCE SESSIONS:**

### **Medicare Advantage & Prescription Drug Plans Track**

Date: April 5, 2006  
Time: Registration begins at 8:00 a.m.  
Audience: Plan Marketing Directors, CEOs, CFOs, Attorneys, Consultants, Actuaries, Program Directors, Operational Managers, Premium Underwriters, and other technical staff who are responsible for the submission of bid packages. This track will be held only one day utilizing a combination of face to face and Live Satellite Broadcast.

**NOTE:** In-person seating limit is 450 people. The live webcast connection limits are 250 broadband and 250 dial-up modem connections. Access to the satellite broadcast is unlimited. Health Plans are encouraged to have their staff view the webcast as a group. Each presentation will be recorded and archived until May 5, 2006 at <http://cms.internetstreaming.com>. Individuals can log onto the website and watch the archived version of the conference at their convenience. Health Plans should register for the live satellite broadcast or webcast no later than March 31, 2006.

Recordings of the MA/PDP and Actuary Sessions will be available to purchase from National Technical Information Service (NTIS) after the conference has concluded. The PBP and HPMS sessions will not be recorded.

For copies of the sessions, please contact NTIS directly at:

5285 Port Royal Rd., Room 1008, Sills Bldg., Springfield, VA 22161; (703) 605-6186

### **Actuary Track**

Date: April 6, 2006 or April 11, 2006 (Repeat Session)  
Time: Registration begins at 7:30 a.m.  
Audience: This face to face track is intended solely for individuals that will be completing or certifying the Medicare Advantage or the Part D Bid Pricing Tools. It is expected that the actuaries attending this session will be familiar with the requirements of the respective programs and existing bidding forms. There will be no Live Satellite and/or Webcast available for the actuary track.

Location: CMS Auditorium  
Centers for Medicare & Medicaid Services  
7500 Security Boulevard  
Baltimore, Maryland 21244

Description: The actuarial bid conference is geared toward individuals that will be preparing and/or certifying the Part C or Part D bids. Professionals attending this conference should be familiar with the requirements of the respective programs and the 2006 bid forms and instructions.

**NOTE:** In-person seating is limited to 450 people each day. The actuary track will not include a Satellite Broadcast/Webcast, therefore, participants should choose their preferred date. If the session is full on the preferred date, the participant will be asked to attend on the alternate date.

Recordings of the MA/PDP and Actuary Sessions will be available to purchase from National Technical Information Service (NTIS) after the conference has concluded. The PBP and HPMS sessions will not be recorded.

For copies of the sessions, please contact NTIS directly at:

5285 Port Royal Rd., Room 1008, Sills Bldg., Springfield, VA 22161; (703) 605-6186

### **HPMS/PBP Track**

Date: April 5/6, 2006

Time: Participants should arrive at least 15 minutes before the scheduled start time (see schedule below) for their class in order to clear the security check point. Registered participants will be allowed into the building only during the time block reserved for their class. Due to security policies, **no conference participants will be allowed to enter the EDC building if they have not registered through the conference website.**

**NOTE:** There are three sessions per day for the Beginners PBP and Experienced PBP hands-on classes. There are four sessions per day for the HPMS 101 class (lecture). An individual desiring to enroll in a hands-on session can select only one session. If you attended the PBP 101 class at last year's conference, you should not register for the Beginners class this year.

**COMMENT:** If you attended this training last year, you may decide that it is not necessary to repeat it this year. All updated materials can be found on the CMS website after March 28, 2006 (go to the Meetings & Conferences page and click on the Bidding Conference link [http://www.cms.hhs.gov/MedicareAdvPartDTrain/03\\_MeetingsConferences.asp](http://www.cms.hhs.gov/MedicareAdvPartDTrain/03_MeetingsConferences.asp)).

Audience: This track is intended for anyone who enters information into HPMS or uses the PBP software. Due to space constraints, we are limiting registration for the PBP sessions to **no more than 2 participants from each plan.**

Location: CMS Employee Development Center  
7111 Security Boulevard, 3<sup>rd</sup> Floor, Baltimore, Maryland 21244

Description: ***PBP for Beginners***

This hands-on class is designed for beginning users of the PBP software, including changes and enhancements made for CY 2007, from both MA and PDP organizations. This class will cover all parts of the PBP software. However, the agenda will be structured so that the class covers the Rx section of the PBP software first. This will allow PDP-only users who are only interested in the Part D screens to leave before the MA portion of the class begins. Users who are familiar with the PBP software should attend *PBP for Experienced Users* instead. If you are taking *PBP for Experienced Users*, then you should **NOT** take this class. They are mutually exclusive.

***PBP for Experienced Users***

This hands-on class is designed for users from both MA and PDP organizations who have some experience with the PBP software. This class will focus on changes and enhancements made to the PBP software for the CY 2007 season. The agenda will be structured so that the class covers the Rx section of the PBP software first. This will allow PDP-only users who are only interested in the Part D screens to leave before the MA portion of the

class begins. If you are taking *PFP for Beginners*, then you should **NOT** take this class. They are mutually exclusive.

***HPMS 101***

This lecture class is designed for HPMS users who are interested in the formulary and bid submission processes. This class will provide an overview of these processes as well as highlight changes and enhancements for the CY 2007 season.

Registration: Participants will register for specific sessions on the registration website according to the following schedule:

<b>Beginner PBP</b>	<b>Experienced PBP</b>	<b>HPMS 101</b>
9:00 a.m. to 11:30 a.m. or	9:00 a.m. to 11:00 a.m. or	8:30 a.m. to 10:00 a.m. or
12:30 p.m. to 3:00 p.m. or	12:30 p.m. to 2:30 p.m. or	10:30 a.m. to 12:00 noon or
3:30 p.m. to 6:00 p.m.	3:00 p.m. to 5:00 p.m.	1:00 p.m. to 2:30 p.m. or
		3:00 p.m. to 4:30 p.m.