

Conducting BTS Meetings

Call National to arrange meeting: 1-800-245-SGNA

You will be provided with: phone number, conference code, and leader pin

Email committee in advance and send reminder the weekend prior to meeting

AGENDA ITEMS:

- Trifold
- Exhibitors and Sponsors
- Speakers and Contact Hour Application
- ERCP Instructors and Contact Hour Application
- Syllabus due deadline September 1
- Raffle
- Contact Hour Certificates and Evaluation Forms (both Programs)
- Registration/Hospitality/New Member Sign Up
- Next Meeting