

BTS~SPEAKER

CONNECTICUT SOCIETY OF GASTROENTEROLOGY NURSES and ASSOCIATES

Date:

Dear

Thank you for accepting the CTSGNA's invitation to speak at our annual fall conference "Beyond the Scope", which is to be held at **(venue)**, on Saturday, **(date)**. The CTSGNA conference is attended by an average of 100 G.I. Nurses and Associates from all of New England, New York and New Jersey.

We have scheduled your lecture on **(topic)**. If the title does not appear to be appropriate, please indicate the change on the enclosed forms. Speakers' time is one hour and this includes the actual presentation of 50-minutes followed by a 10-minute question and answer period. You are tentatively scheduled at **(time)**. We will forward you further information as it becomes available. Attached are forms that need to be completed and returned by **(date)**, so that we may apply for contact hours. If you have any questions, please call or e-mail me at: **(email)** or **(phone)**. Forms can be faxed to **(number)** or scanned and sent to the above email address. We do give a stipend of **(\$)** for your time.

Thank you so much for your interest in sharing valuable information with the GI nurses and associates who work each day making the lives of our patients more comfortable. I will await the return of these forms so I can submit materials for CEU's.

In the next few days, if you can send your exact title for the brochure along with how you wish your credentialing on it, that would be greatly appreciated.

Sincerely,

Education Committee Chair

Beyond the Scope (Year) Fall Conference