

Online Syllabus Chairperson

The timetable is most important in preparing for an online syllabus. The attendees' ability to prepare by either downloading to their preferred device or to print the syllabus should be available two weeks prior to the event.

All content for syllabus should be submitted by September 1st so that it can be properly organized, sequenced and proofed prior to submission to the Webmaster.

- The pages have headers and are numbered, starting with cover page.
- Cover page to include the date along with indication of programs longevity.

Content should include:

BTS	ERCP Workshop
Cover page CTSGNA officers BTS Committee Sponsors Exhibitors ABCGN Membership Application Program schedule Objectives for each speaker Speaker's outline/ notes Thank-you	Cover page CTSGNA officers Coordinators and Faculty Guidewires/Papillotomes Cytology Brushing/Dilatation Lithotripsy Stone Management/Balloons & Soehendra Biliary & Pancreatic Plastic Stents Self-Expanding Metal Stents Direct Visualization System & Cautery Thank-you

Speakers and topics ~ once decided – inform of timetable for syllabus as well as CNE process.

Exhibitors – inform of need for early commitment in order to recognize them in syllabus.