

Sponsorship Chairperson

1. Send sponsorship letter at same time as exhibitor letter
2. Sponsorship encourages GI/colorectal groups and exhibitors to support CTSGNA while promoting/ marketing their practices/companies
3. Three levels of sponsorship are created
4. The Chairperson of the Exhibitor/Sponsorship Committee contacts representatives from various companies/groups, including MDs or administrative staff, to encourage them to participate as sponsors
5. From time to time, reminder emails and/or phone calls are required
6. Sponsorship letters confirm level of participation, with copies sent to Treasurer
7. The Chairperson is responsible for maintaining the contact information of all sponsors and potential sponsors
8. Acknowledgment is made in syllabus, flash drive presentation, and poster display during Program
9. On the day of Program, a final check is done to validate each sponsor's participation and payment status
10. Thank you notes are sent following program