

Trifold Chairperson

- Template with CTSGNA logo is updated annually
- Updated mailing list is available from National for a fee (9 States are requested: CT, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont,)
- Email addresses are validated during “live” registration process
- Updated data regarding: venue, speakers, topics, time frames, etc. is due as soon as possible with target date of May 1
- Several edits will occur with input from BTS Committee with recommended deadline of June 30
- Updates to ERCP Instructors / certifications are required
- Printer will allow for a final proof of flyer prior to print
- Both trifold and electronic mailing is set with a target date of August 1
- All expense receipts are submitted to Treasurer within 30 days