Connecticut Society of Gastrointestinal Nurses and Associates

Date:

Greetings

Our program plans have come together for our (year) Annual BEYOND THE SCOPE (BTS) conference to be held on ­­­­­­­­­Saturday, \_\_\_\_\_\_\_\_\_\_\_\_\_ at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Our program brochure is attached for you to review and share with nursing staff and colleagues.

Your presentation is scheduled for (time). Please arrive at least 30 minutes prior to your scheduled conference time, so we can transition smoothly between speakers with your flash drive. If you have any further questions or concerns, please do not hesitate to contact me via email.

On the day of conference you can reach me at\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you again, in advance, for supporting us with your presentation on (-topic-) and for helping us fulfill our mission through this educational program for GI Nurses and Associates.

Best Regards,