

## **Connecticut Society of Gastroenterology Nurses and Associates**

### **Requirements for Hosting a CTSGNA Meeting**

1. Location - The location of the meeting must be able to accommodate at least 30 people.
2. Program - The presentation should be on a GI related topic. The presentation should provide contact hours. This may be done through your facility, or any other accrediting organization. It is the mission of CTSGNA to provide education to its membership.
3. Refreshments may be provided by the sponsoring host hospital. CTSGNA will reimburse up to 200 dollars for refreshments.
4. Attendees - The meeting will be opened to CTSGNA members first.
5. If the host hospital has any issues the contact person is the President-Elect who coordinates the meetings. Registration starts at 6pm, networking 6:00 to 6:30, Speaker starts at 6:30pm. If any member has a new business item and desires input from members contact the president.
6. Host Hospital may provide President-Elect flyer for program 2 months ahead to post on web and eblast.
7. Should there be any available space remaining, the meeting will be opened to non-members.