**Connecticut Society of Gastrointestinal Nurses and Associates**

**CTSGNA**

Date:

Hello

We are looking forward to your lecture on "\_\_\_\_\_\_\_\_\_\_\_\_" at our \_\_\_\_ Annual BEYOND THE SCOPE (BTS) conference on ­­­­­­­­­Saturday, \_\_\_\_\_\_\_\_\_\_\_\_\_ at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We will forward a copy of our program brochure for your convenience when available.

Attached are some required documents for you to fill in, sign and return as soon as possible. SGNA is an ANCC accredited Provider Unit and Approver Unit. These forms need to be submitted with our application in order to provide attendees with CNE credit. Your swift attention to these necessary forms will enable us to move forward with obtaining the CNE’s for attendees. Please return the forms prior to June 15th.

We are asking our speakers to please utilize a flash drive for presentations as it helps to avoid any technical issues. Let me know if you will need any other equipment so we can be prepared in advance.

Please keep in mind that we will need your presentation information for the program syllabus by September 1st. In an effort to go green the BTS syllabus will be available online at [www.ctsgna.org](http://www.ctsgna.org) for attendees.

Hope you are enjoying the summer.

Best regards,

CTSGNA BTS CNE Coordinator