

Requirements for Hosting a CTSGNA Meeting

1. Location - The location of the meeting must be able to accommodate at least 60 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, SGNA, or any other accrediting organization. It is a duty of CTSGNA to provide contact hours to its membership.
3. Refreshments should be provided by the sponsoring host hospital
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. Time must be allotted to conduct a business meeting of the CTSGNA. Registration starts at 6pm, networking 6:15 to 6:30, CTSGNA business meeting 6:30 to 7pm, Speaker starts at 7pm. If any member has a new business item and desires input from members contact the president.
6. Host Hospital must 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.