

# SGEA Conference April 2 - 4, 2009

## Important Information Packet

Updated 2/25/2009

Please review the following important information regarding the conference registration, program and information for speakers.

Check the conference web page frequently for updates and important information:

<http://tulane.edu/som/sgea/index.cfm>

1. Cancellations: If it is necessary for you to cancel your registration for the conference, Tulane will refund your registration fee less a 10% administrative fee calculated on the amount of your registration, provided you notify us by **March 3, 2009**. No refunds will be made after that date.
2. On-site registrations will start Thursday morning April 2<sup>nd</sup> at 9:00 AM. The on-site registration table will be located in the LaSalle Foyer on the 3rd floor of the InterContinental New Orleans Hotel. Credit cards will be accepted. We understand that some individuals need to wait until conference time to register, but please know that late registrants will not be included in the head counts for special events and materials. Please help by registering online to assure that we have an accurate head count and the correct number of packets available by conference day.
3. Conference Packets: Once you arrive at the conference, please stop by the registration table to pick up your conference packet. No materials will be mailed ahead of time.

### Hotel Accommodations:

1. **Please reserve your hotel room quickly.** A limited number of rooms have been reserved at a reduced group rate until **March 3, 2009**. To receive the special conference rate of \$160, please specify that you are attending the SGEA Tulane University Conference. Reservations must be made by **March 3, 2009**.
2. Please call 1-801-401-5226 / 1-800-235-4670 to reach the reservations department at the InterContinental New Orleans Hotel, or reserve a room online at: <http://www.ichotelsgroup.com/intercontinental/en/gb/reservations/dates-preferences/neworleans>

## **CME Credits and Conflict of Interest:**

1. This conference will be accredited for CME credit. To qualify, **ALL PRESENTERS** must complete and submit a “Disclosure/Conflict of Interest” form. All forms will be posted under “Speakers’ Corner” on the SGEA Conference webpage at: <http://tulane.edu/som/sgea/index.cfm>
2. The lead author/submitter is responsible for obtaining completed forms from **ALL PRESENTERS** and returning the set of forms to us by **Monday, March 26, 2009 at 5:00 PM CST**.
  - a. To send by fax: 504-988-6601 Attention: SGEA Program Committee
  - b. To send by email, save forms as \*.pdf, then attach to an email and send to: [ome@tulane.edu](mailto:ome@tulane.edu)

## **Conference Program:**

Please see the SGEA conference web page for the preliminary program (subject to change). The final program will also be posted on the web page.

1. Special SGEA Meetings:
  - SGEA sub-committee meetings (UME, GME, CME, RIME) – Friday morning during breakfast
  - The SGEA steering committee dinner – Thursday evening
  - SGEA special interest groups (SIGs) – Saturday morning during breakfast
  - The annual SGEA business meeting – Saturday morning after breakfast

## **Special Events:**

Please see the Preliminary Program posted on the SGEA website at: <http://tulane.edu/som/sgea/index.cfm>

## **SPECIAL INSTRUCTIONS FOR PRESENTERS:**

- Presenters must be present for the entire session.
- Presenters should bring all printed session materials with them: handouts, worksheets, session evaluations, etc.
- **ALL SLIDE PROGRAMS MUST BE SENT IN AHEAD OF TIME.** Please send your PowerPoint presentations to: [adaniel@tulane.edu](mailto:adaniel@tulane.edu) by **5:00 PM, Monday, March 30, 2009**.
- If you did not send your final 75-word abstract with your proposal and you wish for it to be published in the program, you must send it in by **Monday, March 9, 2009, 5:00 PM CST**. Please send the final abstract for your presentation to: [ome@tulane.edu](mailto:ome@tulane.edu) and please type “SGEA Abstract” in the email header. Please include all contributing authors at that time.
- AV (laptop and LCD/Screen) will be provided in your room.

- There are four (4) presenters during each oral presentation session.
- Each presenter has a total of 20 minutes (15 minute presentation with 5 minutes for Q&A) – two minutes is reserved for changing places – please be prompt. Session moderators will be present to keep presenters on time. They will provide you with 5 & 2 minute warning times.
- Abstracts will be published in the program. You are welcome to bring extras.
- If you plan to distribute handouts, please bring 100 copies.

1. Poster Presentations:

- **IMPORTANT:** All posters will remain on display for the full conference – Thursday to Saturday. Presenters must be with their posters:
  - Thursday, April 2<sup>nd</sup> 5:30-7:00 PM
  - Posters should be removed by 12:30 pm on Saturday, April 4<sup>th</sup>.
- Set up your poster on Thursday, April 2<sup>nd</sup> between 4:30 & 5:00 PM.
- Be present with your poster for the entire session.
- Your poster board assignment will correspond to your abstract number in the printed program.

2. Technocity Demonstrations:

- **IMPORTANT:** The technology demonstration session will be: Thursday, April 2<sup>nd</sup> from 9:00 AM – 12:00 PM
- Technology Demonstrations will be held in the **Standardized Patient Center** located at 1555 Poydras St.
- Shuttles will be available from the InterContinental hotel. You will receive more information and a map of the campus in your packet. You can walk between the hotel and SP Center in about 15 minutes.
- Please set up your presentation by 8:30 AM on Thursday.
- Please check the conference web page for updates on the program.
- Each presenter will have a six-foot table. The area is wireless so you will be able to access the internet.
- You are responsible for bringing your own equipment (lap tops, power cords, DVDs, etc.)
- Please take all of your equipment back to your hotel room following the demonstration. Tulane OME staff member, Jeanne Samuel, [Jeanne@tulane.edu](mailto:Jeanne@tulane.edu) will be available during set up times for questions and assistance as needed.

Additional information, including the preliminary program and details about the conference, will be available on the conference web page. Please check this site frequently for updates and information related to the program.

<http://tulane.edu/som/sgea/index.cfm>

Please send all questions to: [ome@tulane.edu](mailto:ome@tulane.edu) attention: SGEA Program Committee.