



# Georgia Society of Gastroenterology Nurses and Associates

*The 34th Annual GASGNA Educational Conference  
Jazz Up Your GI Journey...Motivate Others Along the Way!  
September 8-10, 2017  
Optional Friday Session “ ERCP Boot Camp”*

Memo:

TO: Georgia SGNA 34th Annual GASGNA Educational Conference Optional Session Presenters and Vendors

RE: In-Kind Donation Procedures Reminder and Optional Shipping Information

All vendors making in-kind donations of medical equipment (such as guidewires, stent, sphincterotomes) for our optional session ERCP Boot Camp at the Georgia SGNA 34th Annual Course at Peachtree City Hotel & Conference Center must fill out and return the attached worksheet. Please read the following carefully, as it details the procedures that Georgia SGNA is requesting you follow.

Please note: Georgia SGNA recognizes vendors making in-kind donations of medical equipment in the Final Program. Please email Yvette Payton [ypayton@threeriversahec.org](mailto:ypayton@threeriversahec.org) with any vendor(s) providing equipment to ensure correct listing in the Final Program.

If you have smaller, lightweight items, it is recommended that you carry those items yourself. You may ship to the hotel, but please note hotels charge to accept and store packages. Please contact the hotel directly for fees.

The attached form must be filled out by your respective representatives. If you are receiving equipment from more than one representative, Georgia SGNA needs to have a form from each representative detailing the equipment that will be sent and an estimated dollar value. Most importantly, we need a contact person with the vendor who is willing to answer questions or be accountable for ensuring that the paperwork is filled out and accurate.

We appreciate your role in getting the equipment to the conference, and the support of this optional class. Vendors are ultimately responsible for filling out the paperwork, as they are receiving the tax benefits. We are asking each of you to be responsible for making sure that the paperwork is filled out by your representative. Once completed, please return all forms to the Georgia SGNA % Yvette Payton [ypayton@threeriversahec.org](mailto:ypayton@threeriversahec.org)

Sincerely.

Felecia Binns, RN, CGRN  
President Georgia SGNA 2017

Dr. Saurabh Chawla  
ERCP Boot Camp ~ Course Director

Rebecca Chandler, BSN, RN, CGRN  
ERCP Boot Camp ~ Course Co- Director