

SGEA Conference April 3-5, 2008

Important Information Packet

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://www.mc.vanderbilt.edu/medschool/sgea/>.

Conference Registration:

1. **All presenters must register for the conference.** To register for the SGEA annual Conference in April 2008, please go to the conference registration page at: <http://quest.cvent.com/EVENTS/Info/Summary.aspx?e=3891e162-11a1-4d5f-9cba-3b21aece26ac> or go to the SGEA conference web page and click on "Registration/Travel."
2. **Cancellations:** If it is necessary for you to cancel your registration for this course, Vanderbilt will refund your registration fee less a 10% administrative fee calculated on the amount of your registration, provided you notify us by **March 3, 2008**. No refunds will be made after that date.
3. **On-site registrations** will start Thursday morning April 3rd at 9:00 AM. The on-site registration table will be located on the second floor of the Marriott at Vanderbilt in front of the Parthenon A room. Credit cards are accepted. We understand that some need to wait until conference time to register, but also know that you will not be included in the head counts for special events and materials. Please help by registering on-line to assure that we have an accurate head count and the correct number of packets developed by conference day.
4. **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 out 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, 2008**.
2. To receive the special conference rate of \$160, please specify you are attending the SGEA VU Conference. Reservations must be made by **March 3, 2008**.

3. Please call (800) 285-0190 to reach the reservations department at the Marriott at Vanderbilt hotel.
4. To make reservations online, visit: <http://www.marriott.com/hotels/travel/bnaav-nashville-marriott-at-vanderbilt-university/?groupCode=sgesgea&app=resvlink>

CME Credits and Conflict of Interest:

1. This conference will be accredited for CME credit. To qualify, however, **ALL PRESENTERS** must complete and submit a "Disclosure/Conflict of Interest" form. All forms will be posted on the SGEA Conference webpage at: <http://www.mc.vanderbilt.edu/medschool/sgea/>
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, 2008 at 5:00 PM CST**.
 - a. To send by fax: 615-936-8518 Attention: SGEA Program Committee
 - b. To send by email –save them as a *.pdf, then attach it to an email and send to: medical.education@vanderbilt.edu.
3. CME credit will be provided to participants after completing a conference evaluation form that will be sent to all participants in mid-April 2008.

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. Concurrent Sessions: Overall we have 7 concurrent sessions of workshops, oral presentations and small group discussions beginning on Thursday afternoon and concluding on Saturday afternoon.
2. Techville Demonstrations and Poster Sessions will be held on both Thursday and Friday. This year we offer two different poster sessions on different days and the same Techville demonstrations on both Thursday and Friday; allowing participants time to visit each session. Please see the program for session times so you can get to each of them.
3. Guest Speakers include:
 - Dean Steven Gabbe – Thursday evening
 - Dr. Daniel Masys - the opening session guest speaker at noon on Thursday, April 3rd.
 - A panel of experts in technology – Friday, April 4th lunch session. (Speaker's TBA)

4. Special SGEA Meetings:

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

Special Events:

1. Country Music Hall of Fame Welcome Reception:

- If you are interested in attending the welcoming reception at the Country Music Hall of Fame with guest speaker Dean Steven Gabbe, M.D. on Thursday evening, please make sure to register on the cvent conference registration page. <http://quest.cvent.com/EVENTS/Info/Summary.aspx?e=3891e162-11a1-4d5f-9cba-3b21aece26ac>
- The schedule includes Dean Gabbe's presentation starting at 7:00 PM followed by a reception at 8:00 PM & self-guided tours if interested.
- Hors D'oeuvres and a cash bar will be provided in the rotunda along with a local Nashville musicians and entertainers.
- Transportation to the CMHF will be provided free of charge. Buses will depart the Marriott hotel between 6:15 PM and 6:30 PM and return at 9:30 PM and 9:45 PM. If you miss the bus, the hotel can assist you with cab service at your expense.
- Feel free to visit down town restaurants and honkytonks while you're there!

2. Center for Experiential Learning and Assessment (CELA) Tours:

- You can tour CELA on either Thursday or Friday afternoon.
- Register for a tour in the conference registration page provided above.
- CELA is on the Vanderbilt University Campus – you can get there by catching the shuttle to medical center north circle or after a brief walk (about 15 minutes).
- Enter medical research building – IV and follow the signs to CELA on the third floor.
- Maps will be available in your conference registration packet.
- Tours will take about 10-20 minutes depending on how much time you spend in certain areas.

3. Meharry Tours:

- If available, times for the Meharry tours will be posted on the SGEA conference web page.

Speaker's Corner:

See the web page for updates on information and forms related to speakers.

• Audiovisual Aids

- An AV request form will be posted on the web page.
- Flipcharts can also be requested on this form and will be provided based on requests only.

- Please complete the form and send via email attachment to:
medical.education@vanderbilt.edu or fax to 615-936-8518 Attention SGEA Program Committee by **February 5, 2008**.

There are five (5) formats of presentations: small group discussions, oral presentations, workshops, poster presentations & Techville demonstrations. See each category below for details pertaining to the program schedule and speakers for each session format.

1. Small Group Discussions:

- 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: medical.educator@vanderbilt.edu by **5:00 PM, Monday, March 31, 2008**.
- Seating for small group discussions will be “U shaped”
- Water pitchers and glasses will be provided on each table
- 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, February 11, 2008, 5:00 PM CST**. Please send the final abstract for your presentation to: medical.education@vanderbilt.edu and please type “SGEA Abstract” in the email header. Please include all contributing authors at that time.

2. Oral Presentations:

- Presenters must be present for the entire session.
- AV (laptop and LCD/Screen) will be provided in your room.
- **ALL SLIDE PROGRAMS MUST BE SENT IN AHEAD OF TIME.** Please send your PowerPoint presentations to: medical.educator@vanderbilt.edu by **5:00 PM, Monday, March 31, 2008**.
- If you fail to send your presentation ahead of time, you will lose time in your presentation when it needs to be loaded on the laptop.
- Seating for oral presentations will be “classroom style”
- There are three (3) presenters during each session.
- Each presenter has a total of 28 minutes (20 minute presentation with 8 minutes for Q&A) – two minutes is reserved for changing places – please be prompt.
- Abstracts will be published in the program. You are welcome to bring extras to hand out during your presentation.
- 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 **February 11, 2008, 5:00 PM CST**. Please send the final abstract for your presentation to: medical.education@vanderbilt.edu and please type “SGEA Abstract” in the email header. Please include all contributing authors at that time.

3. Workshops:

- 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: medical.educator@vanderbilt.edu by **5:00 PM, Monday, March 31, 2008.**
- Seating for workshops will be “U shaped”
- Water pitchers and glasses will be provided on each table
- 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 **February 11, 2008, 5:00 PM CST.** Please send the final abstract for your presentation to: medical.education@vanderbilt.edu and please type “SGEA Abstract” in the email header. Please include all contributing authors at that time.

4. Poster Presentations:

- **IMPORTANT:** There are two (2), poster sessions – each with its own opening session:
 - Session 1: from Thursday, April 3rd 4-6 PM to Friday, April 4th from 7:00-11:30 AM
 - Session 2: from Friday, April 4th 2-6 PM to Saturday, April 5th 7AM -12 PM.
- Session 1: you should set up your poster on Thursday, April 3rd between 3:00 & 4:00 PM. Your opening session is from 4-6 PM in which you should be present with your poster for the entire session. Leave your poster up overnight and then take your poster down at 11:30 AM on Friday, April 4th or just before lunch.
- Session 2: you should set up your poster on Friday, April 4th between 1:30 PM and 2 PM. Your formal poster session is from 5:30 – 7:30 PM in which you should be present with your poster for the entire session. Leave your poster up overnight and then take your poster down by 12:30 PM on Saturday, April 5th.
- Your session assignments will be posted on the web page in your submitter’s profile and on the final program once completed.
- If you plan to distribute handouts, please bring 100 copies.
- Pushpins will be available if needed.
- 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 **February 11, 2008, 5:00 PM CST.** Please send the final abstract for your presentation to: medical.education@vanderbilt.edu and please type “SGEA Abstract” in the email header. Please include all contributing authors at that time.

5. Techville Demonstrations:

- **IMPORTANT:** There are two (2), formal Techville demonstration sessions:
 - Thursday, April 3rd from 3:00 – 5:00 PM
 - Friday, April 4th from 4:00 – 6:00 PM.
- Techville will be held on the campus of the Vanderbilt University School of Medicine in the **Medical Research Building-IV (MRB-IV).**

- Shuttles from the hotel are available and you will receive more information and a map of the campus in your packet. You can walk between the hotel and MRB-IV building in about 15 minutes.
- You will need to arrive at the SGEA Meeting early enough to set up your presentation no later than 2:30 PM on Thursday and by 3:30 PM on Friday.
- Please check the conference web page for updates on the program.
- Techville sessions will last 2 hours, during which time you will need to be at your table to demonstrate your work with SGEA attendees.
- Two presenters will share a six-foot table for their demonstrations. If you feel your demonstration requires a full table, you must send notification to medical.education@vanderbilt.edu by **February 5th, 2008**.
- 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.)
- You will take all of your equipment back to your hotel room between sessions. If interested in storing your equipment in MRB-IV overnight, we (Vanderbilt faculty in the Office for Teaching and Learning) have offices located in MRB-IV and can be locked, accessed by custodial services and OTLM staff only. You can leave your equipment at your own risk. Please see Charlene Dewey or Eric Lin if interested in storing your equipment.
- Vanderbilt OTLM-IT faculty member, Dr. Eric Lin, will be available during set up times for questions and assistance as needed.
- If you plan to distribute handouts, please bring 100 copies.
- 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 **February 11, 2008, 5:00 PM CST**. Please send the final abstract for your presentation to: medical.education@vanderbilt.edu and please type "SGEA Abstract" in the email header. Please include all collaborating authors at that time.

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.

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Please send all questions to: medical.education@vanderbilt.edu attention: SGEA Program Committee.