Surgical Grand Rounds—To Do List

The following pieces of information will help you to prepare for your upcoming lecture.

1. Unless otherwise specified, your lecture topic is your choice.

2. **Location:** Emory University Hospital, 1364 Clifton Rd., 2nd Floor, E-Wing, Room E205, (Hospital Auditorium)

3. **Time:** Thursday morning 7am—8am

4. Breakfast will be provided by Emory Catering.

5. **Please send the following prior to your lecture:**
   - An updated CV, Financial Disclosure Form (COI), and topic/title form one month prior to your lecture, or sooner, if you have them available. For example, if you are speaking in January, please send your information by December 1st. If you are speaking in February, please send your information by January 1st.
   
   - If we receive your information late, it may not make our monthly bulletin.
   
   - A Maintenance of Certification form (MOC) applies to Emory Faculty only.

6. On the morning of your lecture, our audio/visual technician will assist you with setup, so please arrive 30 minutes early and bring along a laptop, CD or flash drive.

7. Please send all forms and direct all questions to:

   **Nena Buie**
   Residency Coordinator
   Department of General Surgery

   Emory University Hospital
   1364 Clifton Rd., NE, Rm H123
   Atlanta, GA 30322
   Office 404-727-4375 or 404-727-0093, Fax 404-712-0561
   Email: bbuie@emory.edu

Thank you in advance for your lecture!