

Surgical Grand Rounds—To Do List

http://www.surgery.emory.edu/news-and-events/surgical-grand-rounds/upcoming_schedule.html

<http://www.surgery.emory.edu/news-and-events/surgical-grand-rounds/index.html>

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

1. **Location:** Emory University Hospital, 1364 Clifton Rd., 2nd Floor, E-Wing, Room E205, (Hospital Auditorium)
2. **Time:** Thursday morning 7am—8am
3. Breakfast will be provided.
4. **Please send the following to Nena Buie** one month prior to your lecture, or sooner, if you have them available. For example, if you are speaking in January, forms and CV's are due by December 1st. If you are speaking in February, forms and CV's are due by January 1st
 - a) CV
 - b) Financial Disclosure Form (COI) [Financial Disclosure Form](#)
 - c) Attestation [Attestation Statement](#)
 - d) Topic & objective form [Grand Rounds Topic and Objective Form](#)
 - e) Maintenance of Certification form (MOC) [Maintenance of Certification Self-Assessment](#)

⚠ If we receive your information late, it may not make our monthly bulletin.

5. On the morning of your lecture, our audio/visual technician will assist you with set up, so please arrive **30** minutes early and bring along a flash drive.
 - PowerPoint should be preloaded and tested 24 hours in advance to test compatibility. Files may be sent by email to eduinfo.mediaservices@emoryhealthcare.org. Video files need to be transported separately and loaded into the same folder as the PowerPoint presentation. Laptops are discouraged unless compatibility has been verified beforehand. For questions on A/V support, please contact the multimedia specialist at 404-686-1979.

Please send all CV's, forms and questions to:

Nena Buie
Residency Coordinator
Department of General Surgery
Emory University Hospital
1364 Clifton Rd., NE, H100, 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!