





# Section for Magnetic Resonance Technologists

## SMRT REGIONAL MEETING PACKET

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## SMRT REGIONAL FREQUENTLY ASKED QUESTIONS

### **What does the SMRT provide for a Regional meeting?**

As far as the SOP & revenue/expenses of the Regional goes the SMRT/ISMARM Berkeley office will take care of the following: promotion (brochures/ mailing), registering attendees (including waived speakers/organizers), sending out attendee confirmations, applying for CE accreditation (will need help from you to remind speakers for outlines/objectives/CV, syllabus contribution), compiling syllabus materials/printing syllabus, organizing all on-site supplies (lanyards, name badges, evaluations, on-site registration forms, speaker gifts, etc) All the Revenue (registrations/donations) are received and accounted for at the SMRT office. All expenses will be paid for by SMRT, net profit stays with the SMRT. There are instances when you may get a donor/vendor who will pay for a coffee break, lunch or syllabus printing, etc. and they wish to pay directly to said vendor (catering/printer, etc)

### **As a Regional Chair what are my main duties??**

As Regional Organizer, your main activity in organizing the regional will be the following: Selecting the program topics, speakers (we can help get ISMARM members from the area if needed), writing an invitational letter for the brochure (The Regional packet contains examples), map for attendees, parking accommodations for attendees, setting up the on-site venue, confirming venue/room set-up, AV, catering, local hotel accommodations (no room block contracts necessary), fundraising from local vendors (we have sample letters) for donations, help with accreditation and syllabus (contacting speakers about deadlines/formats, etc) and then on-site during the seminar you will moderate and host the seminar. You would be wise to get a co-chair to help you with some of the details, especially when it comes to on-site the day of the seminar (the SMRT Representative/Speaker is available to help throughout the day). The SMRT will waive membership fees - no journal) for one year for SMRT Regional Chairs. (Up to two memberships per regional)

### **In order to book the venue a contract may need to be signed. Who signs the contract???**

Any contracts need to be approved by Jennifer Olson in the SMRT/ISMARM Berkeley office prior to signing. Roberta Kravitz, ISMARM Executive Director will sign all contracts.

### **How many speakers are we allowed from the SMRT policy board?**

The SMRT will support 1 speaker for a SMRT Regional Meeting from the Policy Board.

### **Is there any budget for travel expenses for SMRT speakers?**

Yes, Jennifer Olson has a reimbursement form that she can email to the SMRT speaker presenting at the Regional. The mileage rate is set by the IRS annual reimbursement rate. The SMRT Speaker will work with the ISMARM office for reimbursement. Jennifer Olson will provide a form that will be faxed to the office along with receipts.

### **In order to confirm the reservation for the auditorium I need a copy of the Organization's 501c# and a letter from the Department of Revenue indicating the Organization as a property tax exempt.**

Jennifer Olson at the SMRT/ISMARM Berkeley office can assist with providing this form.

### **Who does the accreditation approval and how long does it take?**

It can take up to 30 days for approval. Jennifer Olson at the ISMARM office files for CE approval with the SMRT RCEEM.

### **What do I need to do for CE Accreditation/Sign-in forms for attendees on-site?**

Each attendee must complete a sign-in sheet for each talk in order to receive CE credits. The moderator will say a “Key word” at the beginning and end of each talk, the attendee needs to write this “Key word” on the sign-in sheet. The sign-in forms should be collected before each break during the day (10 am break, lunch break, 3 pm break and after final talk) Any attendee who leaves early or misses a talk will have a deduction from the CE credit. The certificate for this attendee needs to be revised for actual CE credit earned.

### **Can registration fees be paid as non US funds?**

All funds for the regional are to be in US\$ and collected by the ISMRM/SMRT office, as is the custom for all the activities of our organization. Most people pay with credit card which just converts the local currency to \$USD so this does not become an issue. Otherwise a few people send checks payable to a US Bank.

### **Who gets the profits and if there isn't any then what happens?**

All the profits from a Regional meeting go to the SMRT. One thing that we need to keep in mind is to have the revenue generated higher than the expense incurred. The SMRT generally does not make a lot of money from a Regional. Typically we solicit support from local vendors to support general costs.

### **Is it okay to send speaker syllabus contributions, CE contributions by email ? (CV's, Powerpoint presentations)?**

Yes, It is perfectly fine, actually preferable, to send everything electronically, saves everyone time and money...in some cases the Power Point files may be too large. If so a CD is acceptable.

### **Can vendors have table top displays??**

Yes-we do allow table top displays only, in the past we have not allowed any electrical hook-up (cost issues). You need to be sure to let the sponsor know table top means just that, brochures or small coils....not expensive huge equipment (contrast injectors, etc) It also really depends on what your space limitations are at the venue site...some institutions just do not have the hall space room outside the auditorium...also you would need to check with the venue supervisor about any fire easement restrictions if you are using the hallways...Let me know if you have other questions...and yes they should donate \$\$ in exchange for table top displays.

### **Where do vendors send their donation check?**

The check should be sent to the ISMRM/SMRT, 2118 Milvia St. Suite 201, Berkeley CA 94704, attention Jennifer Olson. Jennifer can provide an invoice/ receipt as well. The Federal tax ID can be obtained from the Berkeley Office. If a vendor desires, they can sponsor a particular portion of the meeting ie lunch or coffee breaks and pay with their own credit card or account.

### **What if a vendor who supported the meeting asks for the attendee list?**

Following the ISMRM policy, the SMRT will send attendee lists to a vendor who helped sponsor the event. Please send the request to Jennifer in the ISMRM/ SMRT Berkeley office



# Section for Magnetic Resonance Technologists

## SMRT Regional Meeting Information Sheet 1

Local Coordinator \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip code \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Date of meeting \_\_\_\_\_

Meeting site \_\_\_\_\_

Street address \_\_\_\_\_

Name of building \_\_\_\_\_ Room No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip code \_\_\_\_\_

Local Co-Chair \_\_\_\_\_

Local Co-Chair \_\_\_\_\_

Local Co-Chair \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please return completed information (both sheets) to:**

**Jennifer Olson  
ISMRRM/SMRT Central Office  
2118 Milvia Street, Suite 201  
Berkeley, CA 94704**

**Telephone (510) 841-1899  
Fax (510) 841-2340  
Email [jennifer@ismrm.org](mailto:jennifer@ismrm.org)**



# Section for Magnetic Resonance Technologists

## SMRT Regional Meeting

### Information Sheet 2

#### Local hotels

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip code \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip code \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip code \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip code \_\_\_\_\_ Phone \_\_\_\_\_

#### Local vendor support

Company \_\_\_\_\_ Amount \$ \_\_\_\_\_

Company contact \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_ Amount \$ \_\_\_\_\_

Company contact \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_ Amount \$ \_\_\_\_\_

Company contact \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_ Amount \$ \_\_\_\_\_

Company contact \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_ Amount \$ \_\_\_\_\_

Company contact \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_ Amount \$ \_\_\_\_\_

Company contact \_\_\_\_\_ Phone \_\_\_\_\_

# SMRT REGIONAL MEETING MEETING PLANNER

LC = Local Chair (Organizer/Coordinator)  
 RC = Regional Chair (SMRT Policy Board Member)  
 OC = Office Coordinator (ISMRRM/SMRT Central Office)

<b>1. Establish Contacts</b>	Completion Date (Approx.)	Responsibility
Chair, SMRT Regional Meeting Committee	4 - 5 mos.	LC
Coordinator, ISMRM/SMRT Central Office	4 - 5 mos.	LC
Site Location (Hospital / University / College)	4 - 5 mos.	LC
Auditorium / Classroom (location & size)	4 - 5 mos.	LC
Audio-visual equipment	4 - 5 mos.	LC
Program agenda (topics & speakers)	4 - 5 mos.	LC
Transportation (to & from airport)	4 - 5 mos.	LC
Audio-visual needs from speakers	4 - 5 mos.	LC
Catering (menu)	4 - 5 mos.	LC
Confirm all above information with RC	4 - 5 mos.	LC
Confirm all above information with OC	4 - 5 mos.	RC
Local vendor support (phone calls or letters)	4 - 5 mos.	LC

<b>2. Brochure Development &amp; Mailing</b>	Completion Date (Approx.)	Responsibility
Agenda from LC (topics & speakers)	3 mos.	OC/RC
Meeting location (name, address, bldg., room)	3 mos.	OC/RC
Hotel names & information	3 mos.	OC/RC
Transportation to/from airport	3 mos.	OC/RC
List of local MR sites & addresses (mail to OC)	3 mos.	LC
Name & phone number of LC	3 mos.	OC/RC
Name & phone number of RC	3 mos.	OC/RC
Layout & printing	3 mos.	OC
Mailing	3 mos.	OC

<b>3. Accreditation</b>	Completion Date (Approx.)	Responsibility
CVs from speakers (send to OC)	2 mos.	LC
Speakers' outlines & objectives (send to OC)	2 mos.	LC
Program accreditation application	2 mos.	OC

<b>4. Advertisement</b>	Completion Date (Approx.)	Responsibility
SMRT Newsletter/Website/E-mail Members	2 mos.	OC
ISMRRM Newsletter	2 mos.	OC
Technologist Newsletters/Magazine ( <i>Advance</i> )	2 mos.	OC

## SMRT REGIONAL MEETING PLANNER (cont'd)

<b>5. Registrant Confirmation Letters</b>	Completion Date (Approx.)	Responsibility
Maps of local area to insert (send to OC)	3 mos.	LC
Directions & address insert (send to OC)	3 mos.	LC
Final program insert	3 mos.	OC
Letters sent upon receipt of registration	3 mos.	OC

### **6. Syllabus**

Abstracts & slides on paper (send to OC)	1 - 2 mos.	OC
Layout & printing* or CD ROM Syllabus	1 - 2 mos.	OC
*Confirm number to print with RC	1 mos.	OC

### **7. Signs**

SMRT Regional Signs (2) (Welcome & Vendors' support)	1 mos.	OC
On-site direction signs (hospital/university) (if needed)	1 mos.	LC/RC

### **8. Meeting Confirmation**

Final agenda confirmation (topics & speakers)	3 mos.	LC
Speakers confirm. letters (time, length & AV)	3 mos.	LC
Local vendor support thank-you letters	3 mos.	LC
Final menu confirmation (catering)	1 mos.	LC
Notify RC with any changes (agenda or costs)	1 mos.	LC

### **9. Meeting Supplies**

Speakers' gifts	3 mos.	OC
Syllabus (insert page acknowledging vendors)	2 wks.	OC
Signs	2 wks.	OC
Printed & blank name tags & plastic holders	2 wks.	OC
Pre-registered list (payment method & amount)	1 - 2 wks.	OC
On-site registrants (amount due)	1 - 2 wks.	OC
Waived attendees list (speakers, donors, & LC)	1 - 2 wks.	OC
Evaluations	1 wk.	OC
Regional meeting questionnaires	1 wk.	OC
Certificates, printed & blank	2 wks.	OC
SMRT member information packets	1 wk.	OC
Blank receipts	1 wk.	OC
On-site Registration Forms	1 wk.	OC
Misc. supplies (tape, stapler, pens, etc.)	1 wk.	OC
Ship meeting supplies to LC	1 wk.	OC

## **SMRT REGIONAL MEETING LOCAL CHAIR (COORDINATOR) CHECKLIST**

### Attendees with waived registration fees

- Local coordinator, one to two assistants (co-chairs), speakers, vendor donors

### Speakers

- Minimum 50 minutes for presentations with 5 minutes for intro/exit for 1 CE credit (Accreditation requirement) or 30 minutes for .50 CE credit
- Minimum 7 hour presentations & maximum 8 hour presentations per day
- One SMRT representative to speak (T&L paid by SMRT)
- Any travel costs associated with speakers require RC approval
- Vendors may provide T&L for outside speaker (information to RC)
- Write invitation letter for regional brochure (see sample)
- Obtain title of presentation & correct spelling of speaker name and degree(s)
- Obtain mailing address, phone numbers & fax numbers
- Communicate time of presentation & maximum length of time
- Communicate dates of receipt for: CV, outline & objectives, syllabus contribution, & AV
- Obtain outline & objectives - see examples (mail, e-mail or fax to OC)
- Obtain syllabus contribution (mail, e-mail to OC)  
Abstracts, book chapters (with publisher permission), and/or Power Point slides on paper  
Outline and/or objectives alone is unacceptable for the syllabus
- Write brief introduction for each speaker from CV

### Meeting room/auditorium (hospital/clinic/university/college)

- Approve number of seats & room arrangement with RC
- Any related costs must be approved by RC

### Audio-visual list

- Any related costs must be approved by RC
- Slide projectors (2)
- Slide trays (4 - 6)
- Slide screen(s)
- Microphones (podium & lavalieri)
- Laser pointer
- Podium/lectern
- Video projector
- Overhead projector
- Pens & transparencies for overhead projector
- Operated by LC or SMRT representative

### Menu (catering)

- \$30 maximum per attendee per day
- Breakfast: coffee, tea, juice, pastries/muffins
- Morning break: soda pop, mineral waters, coffee, tea
- Lunch: box lunch (sandwich, chips, salad, cookie, drink) or sandwich buffet
- Afternoon break: cookies, soda pop, mineral waters, coffee, tea

### Post meeting activities

- Follow-up thank-you letters to speakers
- Article for SMRT newsletter

# SMRT REGIONAL MEETING OFFICE COORDINATOR CHECKLIST

## Information from Local Coordinator

- Name, address, phone number, & fax number of LC
- Meeting site name, bldg., room, street address & phone number
- Date of regional meeting (ensure date is acceptable)
- Correct spelling of all names & titles
- Agenda: Titles of presentations & Assigned times of presentations
- Brochure Invitation letter (see sample)
- Communicate to OC deadline dates of receipt for: CV, Outline/objectives, & Syllabus contribution
- Directions to meeting site

## Documentation from Local Coordinator

- CVs from presenters
- Outline & objectives for CE Accreditation
- Syllabus contribution
  - ⇒ Abstracts, book chapters, and/or slides on paper
  - ⇒ *Outline and/or objectives alone is unacceptable*
- Map of local site area, driving directions, parking information
- Vendor letters and vendor information for signage/syllabus

## Brochure inclusions

- Agenda (including speakers & topics), Schedule
- Meeting site name, address, bldg., room
- Phone number at meeting site for general information
- Invitation letter
- Local coordinator name & phone number
- Central Office Contact Information
- Registration fee early (member, non-member, member applicants)
- Registration fee late (member, non-member, member applicants)
- RC & LC review copy prior to printing

## Syllabus

- Approve any questionable contributions with OC
- Vendor/Donor acknowledgement page review prior to printing
- Agree to number to print with OC & LC



## Section for Magnetic Resonance Technologists

### SMRT REGIONAL MEETING PACKET

#### SAMPLE BUDGET

##### Revenue

Registration fees (60 x \$80)	4800
Donations	3000
Total Revenue	<u>7800</u>

##### Expenses

Brochure printing	800
Postage/Delivery	800
Advertisements & promotion	0
Supplies/Miscellaneous (printing/signs, speaker gifts)	600
Auditorium rental	0
Food service (\$30 x 60 attendees/speakers)	1800
Travel & Lodging for SMRT representative	1200
Accreditation	0
Syllabus printing	1200
Audio-visual	400
Total Expenses	<u>6800</u>

Net Profit	<u>1000</u>
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## SMRT REGIONAL MEETING - SUGGESTED AGENDA TOPICS

- Physics:           Basic Principles  
                          Advanced
- Magnets & Instrumentation
- Magnetic Field Gradients & Spatial Localization
- Image Formation
- Pulse Sequences:       Basic  
                                  Advanced (Fast sequences, EPI, spiral)  
                                  Spectroscopy
- Physics of Flow & Motion Imaging
- Image Contrast: Spin Echo, Inversion Recovery  
                                  Gradient Echo  
                                  Fast Imaging sequences  
                                  Magnetization Transfer
- Parameters Affecting Signal-to-Noise Ratio
- Contrast Media
- Optimizing Scan Protocols for Clinical Applications
- RF Coils
- Artifacts: Cause & Elimination
- MR Imaging Options
- Cardiac Gating & Cine Acquisitions
- MRA: Vascular Imaging
- Functional MRI (fMRI for neuro applications)
- MR Registry Review
- Kinematic Imaging (joints)
- Dynamic Imaging (contrast enhancement, swallowing, etc.)
- Patient Screening, Safety, & Monitoring
- Monitoring Equipment
- Site Management & Marketing
- Anatomy & Imaging Techniques: Neurological                   Pediatric                   Neurovascular  
  Chest & Cardiac           Abdomen  
  Pelvis (male & female)   Body vascular  
  Musculoskeletal           Breast

# SMRT Regional Meeting- Seminar Procedures

## Seminar set-up before 7:00am

- All signs in place
- Set up table for registration
- Set up table for food service
- All audio-visual equipment in place & functional
- Be sure to have extra carousels for slide projector
- Extra batteries for laser pointer or extra pointer
- Extra lamps/lightbulbs for slide projectors
- Power Point files ready
- Catering has delivered coffee, tea, etc.

## Registration table set-up before 7:00am

- Insert evaluations, CE sign-in sheets & any other handouts into syllabi
- Set out syllabi & other handouts
- Set out badges for pre-paid registrants, speakers & waived registrants
- Set out on-site registration forms

## Available in registration area (not set out) before 7:00am

- List of all registrants (pre-paid, on-site payment, & waived registrants)
- Badges for pre-registered requiring payment on-site
- Blank badges & marking pen
- Certificates, printed & blank
- Membership application forms

## Registration

- One syllabus & set of handouts per registrant
- Registrants notified to sign evaluation (both sides)
- Unpaid pre-registered & on-site registrants: need to pay amount due in full
- Record payment on payment/cash sheet
- Keep cash, checks & credit card payments (on-site reg. forms) in separate envelope
- Generate receipt if requested
- Generate badge for on-site registrants
- Provide membership application/brochure forms for interested attendees
- Please document any registration issues for Office Coordinator

## Opening remarks

- Welcome to all, thank speakers for their time to volunteer speaking
- Complete evaluation forms & return
- Process for completing CE accreditation sign-in sheets

## During course of seminar

- Local Coordinator or SMRT representative operates audio-visual equipment
- Maintain on-time schedule (notify speakers if they run over allowed time)
- Ensure food service delivered on-time (15 minutes prior to each break)
- Generate certificates of attendance with names for on-site registrants
- President, Regional Chair, or Local Coordinator sign all certificates
- CE certificates for attendees who did not attend all talks need a new certificate with actual hours
- Set out certificates on registration table at end of day (alphabetically)- if any attendee leaves early, they will need a new certificate with proper CE amount (see note below)

## Close of seminar

- Collect evaluation sheets from all attendees
- Note to office of any "No-Shows" or attendees who leave early for CE credits
- Local Coordinator review evaluation sheets for newsletter article
- Pick up/clean up auditorium/classroom. Pack up signs, supplies, left-over syllabi & hand-outs, lists, & ship via Fed Ex (Ground) to ISMRM/SMRT office in Berkeley, CA. Ship Federal Express Overnight: On-site registrations, payments & balanced payment/cash sheet, Evaluations

## **SMRT REGIONAL MEETING REGISTRATION POLICIES**

### Refund policy

Refunds can only be given prior to the meeting. The total amount may be refunded. A non-member registrant may opt for the SMRT to retain the yearly membership fee.

### No shows

There are no refunds for no shows member/non-member registrants. They will be entitled to a syllabus. If they paid a non-member rate (which includes a membership fee), they are still entitled to a one-year membership. Please be sure to note No-Shows or missed talks for CE accreditation certificates and for the central office database.

### Exchanges

A pre-paid registrant may, with prior written permission from the Office Registrar, transfer his/her registration fee to another person. The pre-paid registrant should provide the name of the person taking his/her place.

Without written permission for the exchange, the badge of the original registrant must be signed off by the person taking his/her place.

### Checks not received by date of seminar

The registrant must pay by check, cash, or charge card. We will hold the payment until the original check is received at the ISMRM/SMRT office. The maximum holding period will be two weeks after the date of the seminar. Upon receipt of the check, the office will return the on-site payment (check), refund cash, or void the credit card charge slip. Please document on registration payment that it is to be held for receipt of original check.

### Credit card charges

Credit card payments are allowed for on-site registrations. Complete the entire credit card number on the on-site registration form: all required charge card numbers (includes all credit card numbers, expiration date, 3 digit security code (on back of card), charge card type Visa, Master Card, American Express), amount charged, and description of charge. Registrant must sign registration form signature line. You may also fill out a receipt if needed for the attendee, keep a copy in the receipt book for office records.

### Miscellaneous issues

Use good judgment and document any problems encountered with the registration process.

**SAMPLE LETTER TO SPEAKERS**

October 5, 2003

XXXXXXXXX XXXXXXXXX, M.D.  
MRI / Radiology  
XXXXXXXXXXXXX Hospital & Medical Center  
XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX

Dear Dr. XXXXXXXXXX,

Thank you for accepting our invitation to speak at the SMRT Northwest Regional Seminar being held in Portland on Saturday, January 25, 2003. Your participation in this educational symposium for technologists will be greatly appreciated by all attendees as well as the SMRT.

The SMRT (Combined Section for Magnetic Resonance Technologists) conducts one-day regional seminars several times a year nationwide. As you know, this particular meeting is being hosted by Good Samaritan Hospital and the Department of Radiology. Attached is a copy of the tentative agenda and an acknowledgment sheet to return via fax. Please fax your acknowledgment to me, XXXXXXXXXX XXXXXXXXX, SMRT Local Coordinator at (XXX) XXX-XXXX as soon as it is convenient for you to do so. If you should have any questions, please call me at (XXX) XXX-XXXX or email: xxxxxxxxxxx@xxxxxxx.xxxxx.xxx.

Towards the end of December, we will need a contribution from you for the syllabus as well as notification of your audio-visual needs for your presentation. If at all possible, the syllabus contribution should include a printed copy of your slides and any abstracts, papers and/or book chapters you may have written on the subject which you are presenting.

Thank you so much for your time.

Sincerely,

XXXXXXXXXXXXXXXXXX  
SMRT Local Coordinator

## SAMPLE LETTER TO SPEAKERS

XXXXXXXXXXXXXXXXXXXX, BS,RT(R)(MR)  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX

Dear Mr. xxxxxxxxxxxx,

On behalf of the Section for Magnetic Resonance Technologists of the International Society for Magnetic Resonance in Medicine, I would like to thank you for accepting our invitation to participate in the Northeast Regional Educational Seminar. The Seminar will be held in Boston, Massachusetts on October 25, 2003. Approximately 100 technologists from the Boston metropolitan area are expected to attend this seminar.

Please see a copy of the preliminary program to confirm the exact details of your scheduled talk. The SMRT has developed the following information as guidance in preparing for your talk:

### **Audience Description:**

This course is designed for the MR technologist to benefit from the understanding of current imaging advancements in the clinical and research field of MRI. The technologists attending this seminar come from a variety of backgrounds. Prior seminar surveys reflect that technologist attendees are composed of 80% staff technologists and 20% managers, from academic institutions (24%), freestanding MR facilities (35%); hospital affiliated MR centers (35%) and research laboratories (6%).

**Identifying Products and Discussing Unlabeled Uses of Products.** Speakers are also required to observe the following ISMRM policies when identifying products and discussing unlabeled uses of products. When you sign the Data Form you will be agreeing to abide by these policies.

**Generic and Trade Names:** Presentation must give a balanced view of therapeutic options. Faculty use of generic names will contribute to this impartiality. If trade names are used, those of several companies should be used rather than only that of a single manufacturer.

**Unlabeled Uses of Products:** When an unlabeled use of a commercial product, or investigational use not yet approved for any purpose is discussed during an educational activity, the speaker is required to disclose that the product is not labeled for the use under discussion or that the product is still investigational.

**Data Form:** Please complete the accompanying Speaker Data Form and return it to the ISMRM office by **Monday, 7 July 2003**.

**Outline and Objectives:** In order to receive Category A accreditation, a brief **outline and objectives** of your presentation is due in the ISMRM/SMRT Office by **Monday, 7 July 2003**. An example of acceptable outlines and objectives has been attached for you to review. In addition, a copy of your **CV is required**. This information can be faxed to: ISMRM/SMRT, (510) 841-2340, or E-Mailed to Jennifer Olson at: [jennifer@ismrm.org](mailto:jennifer@ismrm.org) or a hard copy may be sent to: SMRT, 2118 Milvia Street, Suite 201, Berkeley, California, 94704.

**Syllabus:** A syllabus contribution should be sent to the ISMRM/SMRT office by **August 8, 2003**. This information can be in the form of a current article by the speaker (if the article is published we must have permission from the publisher), slide copies (Power Point) or written material reflecting the speaker's presentation.

If you have questions or concerns about any of these matters please feel free to contact Jennifer Olson, ISMRM/SMRT, by phone (1-510-841-1899), fax (1-510-841-2340) or Email: [jennifer@ismrm.org](mailto:jennifer@ismrm.org). We look forward to a stimulating seminar in Boston and recognize the importance your contribution will play in its success. We are glad you will join us! Thank you.

Best Regards,  
XXXXXXXXXXXXXXXXXX BS, RT(R)(MR)  
SMRT Regional Chair

**SAMPLE DATA FORM FOR SPEAKERS**

**SMRT South Central Regional Seminar**  
Section for Magnetic Resonance Technologists (SMRT)  
September 6, 2003 Salt Lake City, UT

**Speaker Presentation Confirmation and Data Form**  
**PLEASE RETURN BY July 1, 2003**

**Name:** \_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_ Institution, Department

\_\_\_\_\_ Street

\_\_\_\_\_ City, State, Country, Zip/Postal Code

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Preferred Professional Title(s) and Affiliation(s) if different from above:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Audiovisual Requirements:**

(Room will have available laser pointers.)

\_\_\_ Digital Video Projection (Powerpoint)

\_\_\_ Video     \_\_\_ VHS (American standard format)

\_\_\_ Special Request Needed for Slide Presentation (Single screen only)

I agree to be a speaker at the SMRT South Central Regional Meeting, to be held in Salt Lake City, UT. September 6, 2003.

I understand and will satisfy all obligations and responsibilities of SMRT speakers.

Signature/Date \_\_\_\_\_

**Return by July 1 to:**

International Society for Magnetic Resonance in Medicine  
2118 Milvia St. Suite 201, Berkeley, CA 94704 USA  
Phone: +1 510-841-1899  
Fax: +1 510-841-2340

**YOU MAY FAX THE COMPLETED FORM TO (510) 841-2340**

## SAMPLE OBJECTIVE & OUTLINE NEEDED FROM SPEAKERS

### LECTURE: MRI Fundamentals

#### OBJECTIVES:

1. To understand the basic fundamentals of MR imaging magnetism and frequency.
2. To capture the essence of MR imaging principles.
3. To provide an outline of how MR physics determines the more advanced principles to follow.
4. To experience the underlying meaning of MR tissue contrast mechanisms.

#### OUTLINE:

1. Nuclear Magnetism
  - a. Magnetic equilibrium with the microenvironment
  - b. Nuclear spin vectors
  - c. The laboratory frame and the principle magnet axes.
2. Larmor Frequency
  - a. History of Larmor principles
  - b. Idea and concept of nuclear spin nutation and precession
  - c. How nuclear spin precession affects local magnetic fields
  - d. How is the spin behavior measured?
3. Gyromagnetic ratio
  - a. Definition
  - b. Values for various nuclei
  - c. Role of gyromagnetic ratio in Larmor frequency equation
4. Magnetic Resonance (MR)
  - a. Precession in a magnetic field
  - b. Parameters that affect resonance
  - c. How to perturb resonance and measure response
5. Radiofrequency (RF) and MR Excitation
  - a. Role of RF in MR
  - b. RF excitation and spin magnetization
  - c. RF creates nuclear spin phase
  - d. Phase coherence
6. RF Detection of MR Signal
  - a. RF coils
  - b. Signal strength and time characterization
  - c. Digitalization of signal and processing
  - d. Signal decay and relaxation
7. Tissue Characterization on MR Signal
  - a. T1
  - b. T2
  - c. Nuclear spin density
  - d. Phase coherence and magnetic susceptibility
  - e. Flow effects
  - f. Motion effects

# SAMPLE OBJECTIVE & OUTLINE NEEDED FROM SPEAKERS

## Musculoskeletal MRI

### OBJECTIVES:

1. To become familiar with the normal anatomy of the upper and lower extremities.
2. To understand choice of optimal patient positioning, and plane of acquisition and choice of coils for the different joints and different exam indications.
3. To become familiar with the spectrum of pathology involving each joint.

### OUTLINE:

#### A. TECHNICAL FACTORS:

To discuss the different elements of successful MR imaging of joints, including the use of surface coils, small field of views and efficient imaging protocols.

#### B. THE KNEE:

##### 1. MENISCI:

- a) Normal anatomy.
- b) Grading System for Meniscal Signal.
- c) Common Pitfalls of interpretation.

##### 2. LIGAMENTS:

- a) The normal anatomy anterior cruciate ligament (ACL) the posterior cruciate ligament (PCL), the lateral collateral ligament (fibular collateral ligament), and the medial collateral ligament (superficial fibers) will be presented.
- b) Criteria for diagnosing tears of the ligaments will be discussed.

##### 3. BONE INJURIES:

- a) MRI Classification of Bone Injuries.

##### 4. ARTICULAR SURFACES:

- a) Technique and criteria for diagnosing articular cartilage abnormalities will be discussed.

##### 5. SYNOVIAL PROCESSES:

- a) Normal anatomy and common pathologic processes of the synovium will be discussed.

#### C. THE HIP:

- a) Normal anatomy
- b) Avascular necrosis
- c) Trauma

#### D. THE SHOULDER:

- a) Normal anatomy
- b) Rotator cuff abnormalities

#### E. THE HAND AND WRIST:

- a) Anatomy
- b) Avascular necrosis and lunatomalacia
- c) Triangular fibrocartilage complex pathology
- d) Carpal tunnel pathology

# SAMPLE OBJECTIVE & OUTLINE NEEDED FROM SPEAKERS

## INSTRUMENTATION

### **Objectives:**

1. Understand basic magnetism
2. Understand components of MRI system

### **Outline:**

#### 1. Basic Magnetism

- Spin magnetism
- Faraday's Law

#### 2. MR System Components

##### Magnet

- Types: Superconducting, resistive, permanent
- Cryogens, cooling, power requirements
- Field strength, homogeneity (shimming), stability
- Shielding

##### RF System

- Block diagram of components: relationship to imaging process
- Transmitter: power, stability; preview of slice selection
- Receiver: bandwidth, preamps, dynamic range, memory
- T/R switch
- Coils: volume, surface, phased array, orientation, tuning

##### Gradient System

- Design concept
- Considerations: linearity, amplitude, risetime, eddy currents
- EPI systems

##### Display/Computer Systems

- Data transfer, archiving, filming

## SAMPLE OBJECTIVE & OUTLINE NEEDED FROM SPEAKERS

Title: Imaging of Coronary Stents

Objectives: Students will understand the differences between various types of coronary stents used during percutaneous transluminal coronary angioplasty (PTCA) and be able to describe the advantages and limitations of various techniques used to image stents.

Outline:

- I. Types of Coronary Stents
  - A. Tantalum stents
    1. Wiktor
    2. Cordis
  - B. Stainless steel stents
    1. Wallstent
    2. Palmaz-Schatz
- II. Placement of Coronary Stents
  - A. Equipment
    1. Guidewire
    2. Balloon catheter placement
  - B. Positioning
- III. Imaging of Coronary Stents
  - A. Coronary angiography
    1. Description of technique
    2. Risks and limitations
  - B. Intravascular Ultrasound
    1. Description of technique
      - a. phased array system
      - b. mechanical systems
    2. Risks and limitations
      - a. Echoreflective structures
      - b. Vascular injury
  - C. Computed Tomography
    1. Description of technique
    2. Interpretation of findings
  - D. Angioscopy
    1. Description of technique
      - a. Fiber optic catheters
      - b. Video endoscopy
    2. Interpretation of findings
    3. Risks and limitations

## SAMPLE INVITATION LETTER FOR BROCHURE

SMRT Eastern Canada Regional  
Educational Seminar

We would like to invite you to attend the first Canadian SMRT Regional Education Seminar to be held on Saturday September 28, 2002 at the Montreal Neurological Hospital in Montreal, Quebec, Canada.

During this eight-hour Category A ECE accredited program (pending approval by the CAMRT and ASRT) topics will be presented on the latest updates in neuro imaging, body and musculo-skeletal imaging, cardiovascular imaging and MR imaging-guided focused ultrasound surgery of breast cancer.

We are fortunate to have an outstanding faculty willing to donate their time and share their knowledge with all MRI technologists.

While this seminar is not only an excellent educational opportunity and a convenient way to earn ECE credits, it is also an opportunity to network with your peers from other MR sites in the area.

The Montreal Neurological Hospital is just minutes away from the downtown shopping area, museums, the underground city, Old Montreal and all the great restaurants.

Enjoy the changing colors of fall and the hospitality of our city.

Please join us for this educational day. With your support of these seminars, we can continue to bring the latest MR education to MR technologists in our area. We look forward to seeing you.

Louise Gaudreau, RTR., RDMS Co-chair  
Marian Stern, RTR., BFA. Co-chair  
Laurian Rohoman, ACR, RTR(MR) Local Coordinator

## **SAMPLE INVITATION LETTER FOR BROCHURE**

### **SMRT North Central Regional**

We would like to invite you to attend the SMRT Regional Educational Seminar to be held at the Cleveland Clinic Foundation on Saturday, 28 February 2004. The Section for Magnetic Resonance Technologists (SMRT) conducts one-day regional MRI seminars several times a year nationwide. The Cleveland Clinic Foundation, Division of Radiology, is proud to host the SMRT Regional Educational Seminar for MR technologists in the Cleveland area.

This diverse eight-hour program represents an excellent educational opportunity for MR technologists to increase their knowledge and to advance their skills. In addition to noted MRI safety expert, Dr. Frank Shellock, several respected faculty members of the Cleveland Clinic Foundation, Case Western Reserve University and Philips Medical Systems have graciously agreed to donate their time and share their knowledge with MR technologists. The program will present topics such as an MR Physics Refresher, Contrast-Enhanced MRA, Diffusion-Weighted Imaging/Perfusion-Weighted Imaging, Clinical Applications of Diffusion Tensor Imaging, Functional MRI, MRI Safety, MR Spectroscopy in Neurologic Disease, Cardiac MRI, and Optimization of High Field Sequence Parameters.

This seminar is not only an excellent educational opportunity and a convenient way to earn ECE credits (8 hours of Category A CE credits are pending approval by the ASRT), it is also an opportunity to network with technologists from other MR sites in the area. Breakfast and lunch will be served as well as morning and afternoon coffee breaks.

The SMRT provides a forum for education, information, and research and strives to establish and maintain a high level of professionalism in the field of MR. We encourage those who are new to the SMRT and its educational mission to visit the SMRT web site at: <http://www.ismrm.org/smrt> to learn more about the educational benefits of becoming an SMRT member. If you are not currently a member of the SMRT, it is not too late to join and take advantage of the discounted seminar fee.

The SMRT is committed to the advancement of quality education in the field of magnetic resonance imaging for technologists. Those seeking to expand their knowledge in this ever-changing imaging modality are invited to take advantage of this seminar. With your support we can continue to bring the latest in MR education to Cleveland area technologists.

Thank you,

Julie Lowe, BS RT (R)(MR)  
Local Chairperson and Education Committee Chair

John Dillinger, RT(R)(MR), SMRT Regional Co-Chair  
Virginia Reilly, RT(R)(MR), SMRT Regional Co-Chair

## **SAMPLE INVITATION LETTER FOR BROCHURE**

### **Southeast Regional Seminar**

The Atlanta Local SMRT Chapter would like to invite you to attend the SMRT Southeast Regional Seminar to be held on Saturday September 21, 2002. The seminar will be held at St. Joseph's Hospital Auditorium in Atlanta, Georgia.

St. Joseph's Hospital is conveniently located off I-285, and minutes from I-75/85. The facility is easily accessible to Buckhead and downtown Atlanta and is minutes from excellent shopping, restaurants, and entertainment.

The meeting will offer eight hours of Category A ECE accreditation (pending ASRT approval). Topics will include contrasted-enhanced MRA, abdominal imaging, fetal imaging, Open MRI, Cardiac imaging, Spectroscopy, ACR accreditation, and the three major surface coil vendors will share their latest updates.

The SMRT is very fortunate to have an excellent faculty to share their expertise and knowledge to the attendees. The agenda promises to be very informative and will offer an excellent educational opportunity. This will be a great chance to earn ECE credits and to network with your peers in the area.

Please join us for a day that is sure to be filled with cutting edge techniques and speakers that will enhance your MRI skills. We hope to see you in Atlanta in September.

Bobbie Burrow, R.T. (R)(CT)(MR), co chair  
Donna O'Brien, R.T. (R)(CT)(MR), co chair  
Carolyn Brown, R.T. (R)(MR), co chair

## SAMPLE VENDOR LETTER

September 22, 2003

Vendor Representative Name

Title

Co.

Address

Address

Dear Mr. ,

The Section for Magnetic Resonance Technologists (SMRT) conducts one-day regional MRI seminars several times a year nationwide. As a Policy Board Member and Hosting Chairperson of the SMRT's Regional Educational Seminar it is my great pleasure to invite (company name) to participate in this seminar that will be held in Cleveland, Ohio on Saturday, February 28<sup>th</sup>, 2004. An MRI meeting of this magnitude has never been coordinated in this region and we are thrilled to conduct this event.

An important determinant of image quality in MRI is the knowledge of principles and applications possessed by the system operators, the MR technologists. On-going education for MRI technologists can often be limited by excessive registration fees required by the increasing costs of conducting educational symposia. We, the SMRT, are looking for additional donations to support this regional seminar. In addition to noted MRI safety expert, Dr. Frank Shellock, several respected faculty of the Cleveland Clinic Foundation and Case Western Reserve University have graciously agreed to donate their time as speakers.

The SMRT is committed to quality education in the field of Magnetic Resonance Imaging for technologists. These symposia are funded through the generosity of our vendors. Your donation would assist and encourage those seeking to advance their knowledge in an ever-changing imaging modality. Contributions are used to defray the cost of audio-visual equipment rental, printing, advertising and promotion. With support from (company's name) we will be able to produce a quality educational program. In recognition of your contribution, we will highlight (company's name) as a corporate sponsor at the SMRT Regional Seminar.

We appreciate your time and consideration and look forward to the participation of (company's name) in the advancement of education for the Cleveland area MRI technologists.

Regards,

Regional Meeting Coordinator,

Julie Lowe, BS RT (R)(MR)

## SAMPLE VENDOR LETTER

Rod Aeschleman, Territory Manager  
E. I. Du Pont De Nemours & Company, Inc.  
Electronic Imaging Systems Division  
1630 Newell Avenue, Suite 207  
Walnut Creek, CA 94596

Dear Mr. Aeschleman,

The SMRT (Combined Section for Magnetic Resonance Technologists) conducts one-day regional MRI seminars several times a year nationwide. The SMRT Regional Meeting in San Francisco is being held on Saturday, August 6, 2003 at the Duke University Medical Center, Durham, North Carolina.

An important determinant of image quality in MRI is the knowledge of principles and applications possessed by the system operators, the MRI technologists. On-going education for MRI technologists can often be limited by excessive registration fees required by the increasing cost of conducting educational symposia.

We, the SMRT, are looking for additional donations to support this particular regional seminar being conducted in Durham, North Carolina. We are fortunate to have an outstanding faculty willing to donate their time and share their knowledge with SMRT members and other attendees.

The seminar presents attendees with the chance to learn about cutting-edge developments in the field of MRI as well as the means to earn ECE credits needed for their registry. Your donation would assist and encourage those seeking to advance their knowledge in an ever-changing imaging modality. Contributions are used to defray the cost of audio-visual equipment rental, printing of syllabus, catering, advertising and promotion.

The following is the agenda for the SMRT Regional Meeting being held in Durham, North Carolina:

- Controlling MR Image Contrast  
William Faulkner, B.S., R.T.  
Image America, Chattanooga, TN
- Fundamentals of Image Formation in MRI  
Anne Marie Sawyer, R.T.  
Lucas Center for MR Spectroscopy/Imaging, Stanford University
- Artifacts in MRI: Recognition & Reduction  
Kevin King, R.T.  
Biltmore Advanced Imaging Center, Phoenix, AZ
- Optimized Imaging of the Abdomen  
Jeffrey Silverman, M.D.  
Cedars-Sinai Medical Center, Los Angeles
- Gating and Cine Imaging of the Chest  
Robert J. Herfkens, M.D.,  
Director of MRI, Stanford University
- Imaging Principles of Time-of-Flight and Phase Contrast  
Norbert J. Pelc, Sc.D.  
Lucas Center for MR Spectroscopy/Imaging, Stanford University
- Applications of Vascular MRI  
Ralph Lee, M.A., R.T.  
VA Medical Center, San Francisco
- fMRI (Functional MRI): Principles and Applications  
Gary H. Glover, Ph.D.  
Lucas Center for MR Spectroscopy/Imaging, Stanford University

Thank you so much for your time. Please contact me to discuss any questions or concerns you may have:

Office phone: 919 684-7875  
E mail address: maureen.ainslie@duke.edu

Sincerely,  
Maureen Ainslie, MS, RT (R)(MR)  
Regional Meeting Coordinator  
SMRT, Duke University, Durham, North Carolina

## SAMPLE VENDOR THANK YOU LETTER

October 8, 2003

David Baillie  
19403 NE 203rd Place  
Woodinville, WA 98077

Dear Mr. Baillie,

On behalf of the Section for Magnetic Resonance Technologists of the International Society for Magnetic Resonance in Medicine, I would like to thank Philips Medical Systems for its donation of \$300 for support of the Northwest Fall Regional Educational Seminar luncheon. The Regional Educational Seminar was held on Saturday, September 27, 2003, Fred Hutchinson Cancer Research Center, Seattle, Washington.

The program was very successful both in terms of content and attendance. Philips Medical Systems has been gratefully acknowledged in the seminar syllabus, *SMRT Signals* Newsletter, as well as on all appropriate signage at the seminar.

Thank you for your continued support of the SMRT's educational endeavors.

Sincerely yours,

Denise Echelard, RT (R)(MR)  
Chair Northwest SMRT Regional Seminar

## **SAMPLE VENDOR THANK YOU LETTER**

November 1, 2002

Patrick Ledden, Ph.D.  
Nova Medical, Inc.  
4 Railroad Avenue  
Suite 303  
Wakefield, MA 01880

Dear Dr. Ledden,

On behalf of the Section for Magnetic Resonance Technologists of the International Society for Magnetic Resonance in Medicine, I would like to thank you for speaking at the President's Regional Educational Seminar on October 6, 2001.

The program was successful in terms of content and attendance and the evaluations that we received were very positive.

Thank you for your support of the SMRT's educational endeavors.

Sincerely yours,

Heidi Berns, MS, RTR(MR)  
SMRT President

**SAMPLE FOLLOW-UP LETTER TO SPEAKERS**

February 21, 2003

XXXXXXXXX X XXXXXXXXXXXX, M.D.  
XXXXXXXXXXXXXXXXX Hospital & Medical Center  
Department of Diagnostic Radiology  
MRI Center  
XXXX NW XXnd Avenue  
XXXXXX, OR 97210

Dear Dr. XXXXXXXXXXXX,

The SMRT would like to thank you for taking part in the recent SMRT Regional Meeting held at Good Samaritan Hospital and Medical Center in Portland, Oregon. We understand how busy everyone is and, therefore, we sincerely appreciate you donating your time and energy to make our seminar a success.

The evaluations completed by the attendees contained high ratings for all of the speakers and the overall symposium. Enclosed is a copy of an article that is being submitted for publication in the newsletters of the SMRT and ISMRM.

Again, thank you so very much for your participation.

Sincerely,

XXXXXXXXXX XXXXXXXXXXXX, RT (R)(MR)  
SMRT Regional Meeting Local Coordinator

cc J. Olson, ISMRM  
M. Ainslie, President, SMRT

## SAMPLE ARTICLE FOR SMRT NEWSLETTER

SMRT Northwest Regional Meeting  
Good Samaritan Hospital & Medical Center  
Portland, Oregon  
January 25, 2003

by  
Anne M. Sawyer-Glover, B.S, R.T. (R)(MR)  
Chair, Regional Meeting Committee

The 1996 SMRT Northwest Regional Meeting was held Saturday January 25 at Good Samaritan Hospital and Medical Center in Portland, Oregon. The topics for the one-day seminar were oriented towards MRI anatomy and advanced imaging techniques. A total of 53 technologists attended the meeting despite the several feet of snow that descended upon the Portland area during the night and the subsequent closures of roads and freeways. As a result, the meeting agenda became very flexible to accommodate some of the local speakers impeded by the weather, and the meeting attendees were very patient with our "on-the-fly" changes.

The morning session included an Imaging Options presentation by Anne M. Sawyer-Glover, RT (Radiological Sciences Laboratory, Stanford University, CA). Included were the principles and applications of spatial pre-saturation, variable receiver bandwidth, gradient moment nulling, anti-aliasing methods, compensation for respiratory artifacts, and Magnetization Transfer techniques. The local program chairman for this regional seminar, Pamela Wright, RT, was scheduled to give this presentation but was unable to attend the meeting due to a serious family illness. Gayle K. Wright, RT, BS (Portland Community College and Good Samaritan Hospital and Medical Center, Portland, OR) provided an in-depth physics and applications presentation on "MR Imaging Using Contrast Agents". The discussion included contrast media presently approved and in daily use as well as newly emerging techniques and products. The morning session concluded with James M. McAfee, MD (Southwest Washington Medical Center, Vancouver, WA) who provided a detailed yet highly entertaining look at "Neuro Anatomy and MR Imaging". Brain and spine anatomy and imaging was reviewed as well as vascular anatomy.

The afternoon session included an excellent presentation on "MR Angiography of the Head and Neck" given by Luann Culbreth, RT, MEd (Baylor University, Dallas, TX). Included were the physics of MR imaging of flow through the utilization of Gradient Echo, Time Of Flight, and Phase Contrast pulse sequences as well as vascular anatomy and imaging applications. Ms. Culbreth, along with her responsibilities as the MRI Department Manager and Director of MRI Education at Baylor University plus multiple educational symposia conducted across the country, is currently the president of the SMRT. Stephen F. Quinn, MD (Good Samaritan Hospital and Medical Center and Oregon Health Sciences University, Portland, OR) presented a thorough review of "Musculoskeletal MRI Anatomy and Imaging". This tremendous challenge was handled very skillfully by Dr. Quinn which resulted in a detailed, organized, and fully comprehensible presentation of the anatomy, physiology, and pathology. Robert C. Sheley, MD (Good Samaritan Hospital and Medical Center, Portland, OR) then presented his work with his collaborators from his institution and from the Oregon Health Sciences University on "MR Angiography of the Pelvis and Lower Extremities". The principles of flow and the appropriate pulse sequences and imaging options involved in successful peripheral vascular MR imaging of the lower extremities were discussed as well as necessary RF coil designs. Jerzy Szumowski, PhD (Oregon Health Sciences University) presented an especially interesting and easy to understand talk entitled "MR Imaging with Fat and Water Suppression". Despite the complexity of this subject, Dr. Szumowski provided insights into the occasional limitations in the use of frequency-selective pre-saturation ("Chem Sat", "Fat Sat") and other alternatives such as the Dixon pulse sequence which may provide more consistent results in day-to-day imaging.

The day concluded with "MR Imaging of the Breast" by Ms. Culbreth and "Cardiac Imaging Methods: Gating, Cine and Rapid Acquisitions" by Ms. Sawyer. Ms. Culbreth's presentation included the basics in positioning, anatomy and physiology as well as the latest in imaging sequences and RF coils used at her institution. Cardiac gating, cine acquisitions, and rapid acquisitions such as "FastCard", "Spiral" and echo-planar ("EPI") were discussed as well as safety concerns and motion correction schemes.

It was a long but very full day and special thanks goes to the attendees for being so patient with our changing schedule. The course evaluations completed by the attendees were tallied, comments documented, and all contained feedback provided to the SMRT. Overall, the seminar received a "very good" rating and all topics and speakers received ratings well above average. Information received

directly from attendees was also documented for input to the SMRT policy board and executive committee that we need to do a better job communicating information concerning the regional seminars to potential attendees. All feedback is implemented for improvements to future regional seminars.

The success of this meeting was also due to three MR technologists from Good Samaritan Hospital and Medical Center:

Lori Miller, RT  
Jeff McBride, RT  
Lisa Harris, RT

In the weeks and months prior to the seminar, they assisted Ms. Wright, the local regional chairperson, in the planning of this regional seminar. There is always serious legwork involved in planning and conducting an educational seminar such as this. In addition, the day of the seminar they arrived very early in the morning to set-up and ensure that all needs of the speakers were met. Lastly, they coordinated and operated all of the audio-visual equipment which as we all know can be an extremely stressful position. Thanks very much to these wonderful people who donated their time and energy.

We would especially like to thank Stephen Quinn, MD and Good Samaritan for donating the use of their auditorium and audio-visual equipment for this SMRT regional meeting. Also, we would like to thank the presenters who donated their time to come and speak (as well as make the treacherous journey through the snow).

The SMRT (Combined Section for Magnetic Resonance Technologists) conducts regional MRI seminars several times a year worldwide. The educational seminars were initially made possible through grants donated by Squibb Diagnostics. Donations made by 3M, Bracco International, G.E. Medical Systems, Siemens Medical Systems, Nycomed Imaging, Inc., and the ISMRM provided support to cover seminar costs, thereby keeping the registration costs at a minimum.

An important determinant of image quality in MRI is the knowledge of principles and applications possessed by the system operators, the MRI technologists. Therefore, on-going education for MRI technologists is critical to enhance and maintain high diagnostic quality and clinical efficacy of the MR images produced in this rapidly-evolving modality especially in this era of increasing competition.

Additional SMRT Regional Educational Meetings are planned for the remainder of 2003:

South Central Regional	Salt Lake City, UT	September 6
Southeast Regional	Atlanta, GA	September 20
Northwest Regional	Seattle, WA	September 27
Northeast Regional	Pittsburgh, PA	September 28

To obtain additional information or to register for one of the upcoming meetings, please contact:

SMRT, 2118 Milvia Street, Suite 201, Berkeley, CA 94704  
Telephone (510) 841-1899, FAX (510) 841-2340

Be sure to check out the SMRT web page at: <http://www.ismrm.org/smrt>. Information regarding the SMRT and upcoming educational meetings is contained there.

If you are interested in hosting a regional seminar for the SMRT or organizing a local chapter, please contact Cindy Comeau, Regional Committee Chair, at 212-434-6977 for additional details.

## SAMPLE ARTICLE FOR SMRT NEWSLETTER

SMRT Northeastern Regional Meeting  
Marriott Copley  
Boston, Ma  
Oct. 25<sup>th</sup>, 2003

By  
Vera Miller, RT(R)(MR)  
Karen Rich, RT(R)(MR)  
Co-Chairpersons

The 2003 SMRT Northeastern Regional Meeting was held Saturday Oct. 25<sup>th</sup> at the Marriott Copley in Boston. The topics for the one-day seminar were oriented to the new techniques and advancements in the field. A total of 81 people attended and except for a few audiovisual problems the meeting went very well.

The morning session included a very informative orthopedic surgeon, Dr. Brian Busconie, who gave us a unique prospective on the routine imaging we do in Sports Medicine. Next up was Dr. George Holland speaking on Abdominal Imaging with slides to show techniques and common pitfalls. Dr. Marc Flyer presented a vascular lecture that covered a lot of different and interesting procedures. The morning concluded with Cardiac Imaging, Cindy Comeau did a fabulous job of explaining how to get those beautiful 2 and 4 chamber views.

After a great lunch we had Dr. Daniel Sodickson, speak on Parallel Imaging, which was so well done, no one even looked sleepy! Next up was Dr. Avishai Shapiro speaking on Diffusion/Perfusion. Followed by Gina Van Dootingh, speaking about Open MRI and future trends. At the end of the day although it was beautiful outside, not one person complained about wasting their time! It was an overall great effort by all the speakers.

There were lots of techs from different areas and it was great to be able to get different perspectives and ideas. The SMRT draws a variety of techs from all aspects of the profession. That is a remarkable benefit! Having MDs, research scientists, application specialists and technologists in the same room discussing techniques and procedures is a rarity. It was a great day!

We were honored to have in attendance both the current president (Maureen Ainslie) and past president (John Kovaleski) of SMRT. Maureen spoke briefly about the SMRT and the membership drive she is working on "Each One Reach One." We in the SMRT are only a fraction of the registered MRI techs. Wouldn't it be great to build our membership to the point where we are truly a force in the health care world!

We would like to personally thank all the many Shields employees who helped. Shields Health Care sponsored this event and I am very grateful for their continued interest in technologist education. Also to Maureen Ainslie and Cindy Comeau for all their support. This is our first time to do something on this scale and it was a positive experience. We may try again next year! We learned a lot, but most of all it is wonderful to see so many technologists come out to further their education and learn new techniques.

## **SAMPLE ARTICLE FOR SMRT NEWSLETTER**

### **Northwest Regional Educational Seminar**

On Saturday September 27<sup>th</sup> close to 50 participants gathered for the Northwest SMRT Regional Educational Seminar in Seattle, WA. The seminar was held in the Pelton Auditorium of the Fred Hutchinson Cancer Research Center, a beautiful facility sporting sunny courtyards and waterfalls on the south shore of Lake Union.

The meeting got off to a rousing and amusing start with Dr. Frank Wessbecher of Tacoma Radiology Associates introducing Interesting Neurology Case Studies. After establishing that he was not in fact the late Jerry Garcia he brought us up to date on the many pathologic processes that we scan everyday and how we can optimize our protocols for better imaging. Dr. Thomas Kim of the University of Washington followed with an in-depth discussion of Clinical Spectroscopy, a subject that is beginning to become more relevant in clinical imaging sites. Dr. Kim also graciously agreed to brush on the topic of Perfusion scanning and brought home many useful tips and distinctions for the attendees.

After a quick break to make sure we were in Seattle and not Phoenix based on the warm weather the late morning kicked off with Dr. Lloyd Heller of Providence Hospital in Portland Or. Dr. Heller presented comprehensive coverage of Cardiac MRI Imaging, not missing a beat, as a projector had to be replaced mid-talk. He is to be commended not only for his poise but also for his logical presentation of a difficult topic. Petra Lamon of the University of Washington complemented Dr. Heller's talk with a thorough review of Chest Anatomy. So many vessels so little time!

After sunning ourselves on the terrace at lunch and catching up with friends and colleagues we resumed the afternoon session with Dr. Daniel Heller of Tacoma Radiology Associates and his lively presentation of Interesting Body MRI Case Studies. Many attendees took great ideas back to their sites for imaging extremities and congratulations to Gene Nelson for winning Dr. Heller's door prize.

Dr. Connie Lehman of the University of Washington and the Seattle Cancer Care Alliance followed with a timely and interesting review of MR Guided Breast Biopsy. While many of us do breast imaging she was able to provide us with a broader view of MR's potential in the fight against breast cancer.

After a quick break for a caffeine/sugar infusion we returned to contemplate the future horizons of MRI with Bill Thoma of ICG Medical Advances. He challenged us to look ahead by presenting examples of SMASH/SENSE and all of the new adventures to come. Saving the best for last Anne Sawyer-Glover did a wonderful job of bringing us all up to speed on the recent events in MRI Safety. A timely reminder that we are the gatekeepers of MRI and the important responsibility we have in keeping not only our patients and coworkers safe but ourselves as well.

A grateful thank you to all of our sponsors for being so generous in their support of this meeting and to the speakers for giving so willingly of themselves and their knowledge. The positive feedback that was given by the attendees speaks volumes in how important these meetings are to the MRI community and guarantees that future meetings will be more frequent.

Denise Echelard, RT(R)(MR)  
Northwest Regional Chair

**PREVIOUS MEETING AGENDA SAMPLES**

**SMRT Northeast Regional Educational Seminar  
Saturday, October 25, 2003  
Boston, Massachusetts  
Vera Miller, BSRT (MR) - Regional Chairperson  
Karen Rich, RT (MR) - Regional Co-Chairperson  
Cindy Comeau, BS RT(N)(MR) - Regional SMRT Representative**

7:30 - 8:00	Registration/Introduction
8:00 - 9:00	Abdominal Imaging George Holland, MD Lahey Clinic
9:00 - 10:00	Vascular Imaging Marc Flyer, MD Maimonides Medical Center
10:00 - 10:15	Break
10:15-11:15	Advantages of MRI in the Orthopedic Practice Brian Busconie, MD University Massachusetts, Memorial Health Care
11:15-12:15	Cardiac Imaging anatomy and pathology- Cindy Comeau, BS RT(N)(MR) Cardiovascular Research Foundation, New York
12:15-1:15	Lunch
1:15-2:15	Parallel Imaging Daniel Sodickson, MD, PhD Harvard Medical School/Beth Israel Deaconess Medical Center
2:15-3:15	Advantages of MRI Spectroscopy/Perfusion/Diffusion Avishai Shapiro, MD Shields Health Care
3:15-3:30	Break
3:30-4:30	Open MRI: Current Capabilities and Future Trends Gina M. Van Dootingh, RT(R)(MR) Siemens Medical Systems, Inc.
4:30	Closing

## PREVIOUS MEETING AGENDA SAMPLES

### SMRT PRESIDENT'S REGIONAL EDUCATIONAL SEMINAR SATURDAY OCTOBER 18, 2003 DUKE UNIVERSITY MEDICAL CENTER - DURHAM, NORTH CAROLINA

- 07:30 Registration & Continental Breakfast
- 07:55 Maureen Ainslie, M.S.,R.T.(R)(MR)  
SMRT President Welcome and Announcements
- 08:00 James MacFall, Ph.D.  
Duke University Medical Center 3T Imaging
- 09:00 H. Cecil Charles, Ph.D.  
Duke Image Analysis Lab MRI Spectroscopy
- 10:00 Break
- 10:15 Igor Klem, M.D.  
Duke University Medical Center Cardiac Imaging
- 11:15 Aysenil Belger, Ph.D.  
University of North Carolina at Chapel Hill The How's and Why's of fMRI
- 12:15 Lunch
- 13:00 Anne Sawyer-Glover, B.S., R.T. (R)(MR)  
Stanford University Safety Update
- 14:00 Rendon Nelson, M.D.  
Duke University Medical Center Contrast Enhanced Abdominal Imaging
- 15:00 Break
- 15:15 G. Wilson Holmes  
Philips Medical Systems Advanced Imaging Techniques
- John Pitts, R.T. (R)(MR)  
Siemens Medical Systems
- 16:45 Seminar Question/Answer - Discussion
- 17:00 Adjournment

**PREVIOUS MEETING AGENDA SAMPLES**

**SMRT NORTHEAST REGIONAL EDUCATIONAL SEMINAR**

**Sunday September 28, 2003**

**Biomedical Science Tower - Pittsburgh, Pennsylvania**

- 07:30 Registration & Continental Breakfast
- 07:55 Denise Davis & Jennifer Petruski  
SMRT Co-Chairs Northeast Regional Welcome and Announcements
- 08:00 William Faulkner, BS,RT (R)(MR)(CT)  
William Faulkner & Associates  
Chattanooga, Tennessee Fast Imaging Techniques
- 09:00 William Faulkner, BS,RT (R)(MR)(CT)  
William Faulkner & Associates  
Chattanooga, Tennessee Diffusion/Perfusion Imaging
- 10:00 Break
- 10:15 Frank Shellock, Ph.D.  
Adjunct Clinical Professor of Radiology  
University of Southern California and  
Institute for Magnetic Resonance  
Safety, Education, and Research MRI Safety Update 2003
- 11:15 Frank Shellock, Ph.D.  
Using  
Adjunct Clinical Professor of Radiology  
University of Southern California and  
Institute for Magnetic Resonance  
Safety, Education, and Research Functional Assessment of the Joints  
Kinematic MRI
- 12:15 Lunch
- 13:00 Derek Armfield, MD  
Department of Radiology  
UPMC Health System Musculoskeletal MRI
- 14:00 Brian Chapman, Ph.D.  
Department of Radiology  
UPMC Health System MR Angiography
- 15:00 Break
- 15:45 Stuart Derbyshire, Ph.D.  
Department of Anesthesiology  
University of Pittsburgh fMRI of Pain
- 16:45 Discussion & Adjournment

## PREVIOUS MEETING AGENDA SAMPLES

### SMRT SOUTH CENTRAL REGIONAL SEMINAR Saturday, September 6, 2003 Primary Children's Hospital Salt Lake City, UT

**Co-Chairs: Nanette Keck, RT (R)(MR)  
& Jeannette Pay, RT (R)(MR)**

#### Program Schedule

7:00 – 7:55	Registration and Continental Breakfast	
7:55 – 8:00	Welcome and Announcements	
8:00—9:00	Imaging MR Female Pelvis	Maryellen Gilfeather, MD Utah Imaging Associates St. Marks Hospital
9:00 – 10:00	Vascular Imaging/Spectroscopy	Ulrich Rassner, MD Primary Children's Hospital
10:00-10:15	Break	
10:15-11:15	Fast Imaging Techniques	William Faulkner, BS,RT, (R)(MR)(CT) William Faulkner & Associates, LLC
11:15-12:15	Diffusion Imaging in Infants and Children	Gary Hedlund, DO Primary Children's Hospital
12:15-1:15	LUNCH	
1:15-2:15	Cardiac MRI	William Faulkner, BS,RT, (R)(MR)(CT) William Faulkner & Associates, LLC
2:15-3:15	Safety Update	William Faulkner, BS,RT, (R)(MR)(CT) William Faulkner & Associates, LLC
3:15-3:30	Break	
3:30-4:30	Emerging Trends in MR	William Faulkner, BS,RT, (R)(MR)(CT) William Faulkner & Associates, LLC

## PREVIOUS MEETING AGENDA SAMPLES

**SMRT Northwest Regional Seminar**  
**Saturday, 27 September 2003**  
**Fred Hutchinson Cancer Research Center, Pelton Auditorium**  
**Seattle, Washington**  
**Regional Co-Chair: Denise Echelard, RT, (R)(MR)**  
**Regional Co-Chair: Vern Terry, RT(R)(MR)**  
**Regional Co-Chair: John McCloskey BS RT (R)(MR)(CT)**

### Program Schedule

7:30 – 8:00 am	Registration	
8:00 -8:10am	Introduction	
8:10 – 9:00	Interesting Neurology Case Studies	Frank Wessbecher, MD TRA Medical Imaging Centers Tacoma, Washington
9:00 – 9:50	Anatomy of the Chest	Petra Lamon, BS,RT (R)(MR) University of Washington Medical Center Seattle, Washington
9:50 – 10:10	Break	
10:10 – 11:00	MR Cardiac Imaging	Lloyd E. Heller M.D. Providence St. Vincents Hospital Portland, Oregon
11:00 – 11:50	Clinical Spectroscopy/Perfusion	Thomas A. Kim, MD University of Washington Medical Center Seattle, Washington
11:50 – 1:00	Lunch	
1:00 – 1:50	Interesting Body MRI Case Studies	Daniel ND Heller, MD TRA Medical Imaging Centers Tacoma, Washington
1:50 – 2:40	MR Guided Breast Biopsy	Constance Lehman, MD, PhD University of Washington Medical Center Seattle, Washington
2:40 – 3:00	Break	
3:00 – 3:50	Diffusion Tensor Imaging/SMASH SENSE	William J. Thoma, Ph.D ICG Medical Advances
3:50 – 4:40	MR Safety and Screening Procedures	Anne Sawyer-Glover, BS, RT(R)(MR)
4:40 – 5:00	Closing	