

## <ATTENTION ATA 86<sup>th</sup> Annual Meeting FACULTY: PLEASE READ THIS MESSAGE AND ALL INSTRUCTIONS FULLY>

Dear 86<sup>th</sup> Annual Meeting Faculty Member:

We appreciate you agreeing to participate as faculty at the upcoming 86<sup>th</sup> Annual Meeting of the American Thyroid Association on September 21-25, 2016 in Denver, Colorado. Below are instructions for reviewing and submitting required faculty session information electronically using the ATA faculty management system. For annual meeting purposes, faculty includes all roles on the scientific program (speakers, session chairs, introducers, moderators, panelists, oral abstract presenters, etc.).

To get started with the ATA Faculty Management System:

- ✓ [Click on this link](#) and sign into the faculty system using your **ATA member username and password\***
- ✓ If you need to reset your username or password, you may use 're-set' links in [login area](#) to reset one or both. For help with your password, please email: [meetings@thyroid.org](mailto:meetings@thyroid.org)
- ✓ Once you have saved and submitted your updates to the system, you will receive an email confirming your information.
- ✓ Should you wish to review and update your information in the future, you may return to the system via this link: <https://viewdata.thyroid.org/faculty>

*\* Note- For new users of the faculty system only: your username will be your email address and your password will be your last name+13068; all members / past faculty system users should use their standard ATA login and password.*

**We ask that you review and update your information in the system by Friday, August 12, 2016. Please note this deadline and plan accordingly.** It is imperative that all faculty meet our deadline for CME accreditation compliance and program book printing purposes.

Please view the [Faculty Presentation Guidelines](#) to better understand your role and overall responsibilities as meeting faculty. The latest meeting agenda is [available online here](#). If you would like additional information regarding the scientific focus of your symposium talk or Discussion/Debates sessions, please let Adonia Calhoun Coates ([acoates@thyroid.org](mailto:acoates@thyroid.org)) know and she will put you in touch with the Program Committee Chairs or Program Committee Members responsible for your session.

All annual meeting faculty are responsible for [registering themselves](#) and [making their own hotel reservations](#) for the meeting. **ATA will not make your hotel reservation or register you for the conference.** If you have not registered or booked your hotel for the meeting to date, please visit the ATA meeting website at <http://www.thyroid.org/86th-annual-meeting-ata/> as soon as feasible to do so.

Lastly, if you have not submitted your **86<sup>th</sup> Annual Meeting Faculty Disclosure Form**, please [click here](#) to do so as soon as possible. You can return your completed form via email to [acoates@thyroid.org](mailto:acoates@thyroid.org) or via fax at: (703) 998-8893. Visit <http://www.thyroid.org/86th-annual-meeting-ata/> for all the latest meeting information and updates. Please email [meetings@thyroid.org](mailto:meetings@thyroid.org) with any questions related to your faculty session information. For other speaker related questions, please contact Adonia Coates at the information below.

We look forward to seeing you this fall at the 86<sup>th</sup> Annual Meeting of the ATA – enjoy the rest of your summer!

Adonia Calhoun Coates, CMP  
Director of Meetings and Program Services  
American Thyroid Association  
Telephone: 703-998-8890 Email: [acoates@thyroid.org](mailto:acoates@thyroid.org)