

October 27, 2010

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William E. Thornton, M.D.
7640 Pimlico Lane
Fair Oaks Ranch
Boerne, TX 78015

Dear Bill:

Thank you for speaking at the UTMB/NASA-JSC Aerospace Medicine Grand Rounds held at the Universities Space Research Association in Houston on October 26, 2010. Issy and I also enjoyed our dinner on Monday evening, and it was nice to get to see Jennifer. Your presentation, "Space Motion Sickness" was well received, and as you know, we had a very large audience. We hope that your book writing goes well so that this information can be placed in print.

Again, we really appreciate your willingness to support our program by taking time to travel to Houston to present at Aerospace Medicine Grand Rounds.

Sincerely,



Richard Jennings, M.D.
Director
UTMB-Aerospace Medicine Residency

September 20, 2010

William E. Thornton, MD
7640 Pimlico Lane
Fair Oaks Ranch
Boerne, TX 78015

Hello Dr. Thornton:

We thank you for agreeing to lecture at the UTMB/NASA Aerospace Medicine Grand Rounds which is scheduled for Tuesday, October 26, 2010 at 8:00 A.M. CST. The talk is usually about 50 minutes long, leaving 10 minutes for questions/discussion. The ASM Grand Rounds is held on the 4th Tuesday of each month at the USRA Houston Facility near the Johnson Space Center at 3600 Middlebrook Dr. The audience generally consists of NASA flight surgeons, scientists, astronauts, ASM residents, etc. While there is a local audience, the conference goes out live to Mayo Clinic-Scottsdale, Mayo Clinic-Rochester, MN, NASA-KSC, NASA-JSC, NASA-HQs, MIT, Columbia University (Bogata), UTMB, and also military residencies such as Brooks City Base and Fort Rucker, etc.

As with any CME lecture and travel, there are a number of forms that will need your attention. Required CME forms: Attached you will find the required CME forms including a letter of invitation, an evaluation, and a disclosure form.

1. **Evaluation form** ([Please list title and 3 brief objectives) Use measurable objective verbage from the table attached.

Please check your personal information on the Evaluation form to be sure that it is stated correctly, as your name, title and school/business affiliation will be used on the lecture announcements.

2. **Disclosure form** – for most speakers only a signature is needed but if you have anything to disclose, please complete the form as it pertains to you, sign and return the form. Presenters with disclosures to make must submit their presentation 2 weeks prior to the lecture date for CME office approval.

3. **Presentation** - The Office of Continuing Medical Education now requires a copy of **your presentation** prior to the date of your talk. Ideally the CME office would like to receive a copy at least 10 days prior to the talk. Kay Nute at USRA will also need to be copied the presentation to load on the computer before the broadcast at USRA. Mrs. Nute can be reached at (281) 244-2019 or feel free to e-mail her the presentation at: nute.ds@usra.edu
(If you have any presentation material that may be in development for publication or that has confidential material, please let us know and we will be sure that the private information does not appear on the USRA website or anywhere that we distribute to, outside of the live broadcast).
4. **CV** - Please also submit your **current updated CV**, which is also required for CME credit (Office of Continuing Medical Education).
5. **Other attachments** - There is also a presentation format file and objectives verbage file for notes on the actual presentation (CME requirements).

Travel

1. **Map** - Attached – Clear Lake **Area Map** showing the USRA lecture hall and NASA-JSC and local hotels
2. **W-9** - The attached W-9 form needs to be completed with your name, address, SS# and it must be signed. The address you list on this form is location where your travel reimbursement check will be mailed. It is a good idea to return this form prior to the talk so that it can be processed into the UT system and this will prevent delays in your reimbursement. UTMB allows for air and ground transportation which includes auto rental, road tolls, fuel, cabs or shuttle service, and parking. Mileage is reimbursable at the state rate if you drive your personal vehicle to Houston for the talk. (Please note this type of travel reimbursement will not be considered as part of your income and any state travel reimbursement will not need to be reported to the IRS as income. The W-9 form is simply a state requirement to have your information entered into the UT financing system for official travel reimbursement purposes only.)
1. **Tax Exempt Form** – Since UTMB is a state entity, it does not pay state tax for lodging and guest cannot be reimbursed for state tax. If I book a room at the Hilton hotel you will not need to present the form, as I will have already done this for you. For other hotels, the attached state tax exempt form will need to be submitted to the hotel desk attendant at check-in
2. All travel reimbursements should be submitted to me at the conclusion of the trip to the contact information in the signature of this e-mail.
 - a.) ALL ORIGINAL RECEIPTS MUST BE SUBMITTED.
 - b.) Airfare must show a ticket number and the price of the fare.

- c.) Original hotel invoices brought to a zero balance and showing the tax and fees should be submitted. (WE DO NOT ENCOURAGE THE USE OF INTERNET BOOKINGS SINCE MANY SITES WILL NOT PROVIDE YOU WITH AN OVERNIGHT ITEMIZED BILLING STATEMENT WHICH WOULD PROVIDE UTMB WITH THE STATE TAX BREAKDOWN WHICH IS NECESSARY.)

Guest speakers usually stay near NASA-JSC, usually at the Hilton Houston NASA Clear Lake hotel on the night before the talk. (I can begin to set up a hotel reservation for you at either the Hilton, the Candlewood, or you may make lodging arrangements as you wish). If I get a room confirmation number for you, you will still need to contact the hotel to provide your credit card information. You are free to stay at the hotel of your choice, however if you stay local to NASA-JSC, Dr. Jennings can easily pick you up and take you to dinner, if your schedule permits. We usually schedule dinner for Monday evening at about 6:30 PM at a nearby restaurant and we like to invite a resident or two to meet you. If there is someone in the local area that you would like us to invite on your behalf, we would be happy to extend them an invitation to dinner on your behalf. Please send me the name and contact information and we will invite them to dinner.

I realize that I've sent you a good deal of information here and it may be a little confusing, so please feel free to call me with any questions or concerns.

The enclosed forms are required for CME and the speaker letter, evaluation and disclosure forms should be completed and signed as instructed and returned to me either by USPS to:

Ms. Diane M Ellison
UTMB – ASM Coordinator
301 University Blvd, Route # 1110
Galveston, TX 77555-1110

Or the forms may be returned via fax to (409) 747-6129 or sent by email, in PDF format to dmelliso@utmb.edu

Thank you,

Diane M. Ellison

UTMB – PMCH – PMR
700 Harborside Drive
Galveston, TX 77555-1110
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