

From: kathrynn.phillippe@eposterboards.com
To: [Yohannes, Sara](mailto:Yohannes.Sara)
Subject: ePosterBoards presenter documents
Date: Wednesday, July 11, 2018 1:31:17 PM

External Email - Use Caution

Hi Sara,

As per our discussion, I have provided below the links to our presenter documents:

Presenter documents:

<https://eposterboards.sharefile.com/d-sa351f6263b74a55a>

Youtube channel:

https://www.youtube.com/playlist?list=PLBz4JvE0AKmweXsMNGeyRXgWgN_lj_b5L

Best Wishes,

Kathrynn

On 2018.07.10 12:39 pm, Yohannes, Sara wrote:

> Do you cover the same things in the online webinar as you would for
> the in-person? I think we would still prefer to do it in-person. I was
> actually thinking of recording the session through our AV department
> and posting it. How long would you need to go through everything?
>
> Thursday, November 1st deadline sounds good. Our deadline for
> abstract submission is Wednesday, September 12. Once we have reviewed
> the abstracts, we will have those that have been selected to go
> through your upload page. I can let you know when we need it open,
> which should be late September/early November.
>
> Thanks,
>
> Sara Yohannes

> -----Original Message-----

> From: kathrynn.phillippe@eposterboards.com
> [<mailto:kathrynn.phillippe@eposterboards.com>]
> Sent: Friday, July 06, 2018 11:52 AM
> To: Yohannes, Sara <syohannes1@bwh.harvard.edu>
> Subject: Re: Discover Brigham Poster Session Prep seminar on Mon, 9/17

> External Email - Use Caution

> Hi Sara,

> Yes, we are available on that date. Some of the feedback that we have
> received from past demos is that not many presenters were able to
> attend it. One option that might be a lot more effective is to offer
> our online technical webinar. Instead of being onsite, presenters can
> log into our live online webinar where we will cover all of the

> formatting for the eposters. We will be able to record the webinar, so
> that you can post it on the event website.

>

> In terms of eposter upload, we can create an upload page for the event
> on our website and will send you the upload instructions to give to
> the presenters. I would suggest that we set November 1st as a deadline
> so that we have time to actually go through, review and sort all of
> the submissions. Presenters will still be able to upload onsite, but
> it might make it easier for some people to have the option to submit
> ahead of time. Please let me know if that date works for you and I
> will create the upload instructions.

>

> Lastly, I have attached the updated 2018-19 pricing sheet to this
> email.

>

> Please let me know if you have any questions.

>

> Best Wishes,

>

> Kathryn

>

> On 2018.07.02 2:57 pm, Yohannes, Sara wrote:

>

>> Hi Kathryn,

>

>>

>

>> I scheduled our Discover Brigham Poster Session Prep seminar for

>

>> Monday, September 17 from 12:00 - 1:00 PM in Carrie Hall. Are you or

>

>

>> someone on your team available to speak to the poster presenters? I

>

>> can't remember how much time you needed to cover everything and if
> you

>

>> needed anything from us. We will give our Public Affairs and

>

>> Development department sometime during the seminar to cover social

>

>> media, media, industry, and donor protocol. I can extend the seminar

>

>

>> to an extra 30 minutes depending how much time you need.

>

>>

>

>> I would also like to try the ePoster Upload option this year. Let me

>

>

>> know what you need from me to get that started.

>

>>

>

>> Lastly, please send over the price sheet when you get a chance.

>

>>
>
>> Thank you,
>
>> Sara Yohannes
>
>>
>
>> -----Original Message-----
>
>> From: Yohannes, Sara
>
>> Sent: Monday, June 18, 2018 4:33 PM
>
>> To: Kathryn Phillippe <kathrynn.phillippe@eposterboards.com>
>
>> Subject: RE: ePosterBoards invoices- May
>
>>
>
>> Can you send over the pricing sheet when you get a chance.
>
>>
>
>> Thanks,
>
>> Sara Yohannes
>
>>
>
>> -----Original Message-----
>
>> From: Yohannes, Sara
>
>> Sent: Tuesday, June 05, 2018 1:30 PM
>
>> To: Kathryn Phillippe <kathrynn.phillippe@eposterboards.com>
>
>> Subject: RE: ePosterBoards invoices- May
>
>>
>
>> Oh, yes.
>
>>
>
>> Thanks,
>
>> Sara Yohannes
>
>>
>
>> -----Original Message-----
>
>> From: Kathryn Phillippe
> <<mailto:kathrynn.phillippe@eposterboards.com>>
>
>

>> Sent: Tuesday, June 05, 2018 11:24 AM
>
>> To: Yohannes, Sara <syohannes1@bwh.harvard.edu>
>
>> Subject: Re: ePosterBoards invoices- May
>

>> External Email - Use Caution
>
>>

>> The pricing sheet for the next year.
>
>>

>> Best Wishes,
>
>>

>> Kathryn
>
>>

>> Sent from my iPhone
>
>>

>>> On Jun 5, 2018, at 11:22 AM, Yohannes, Sara
>

>>> <syohannes1@bwh.harvard.edu> wrote:
>
>>>

>>> Sorry, what are you sending over?
>
>>>

>>> Sara Yohannes
>
>>>

>>> -----Original Message-----
>

>>> From: Kathryn Phillippe
>

>>> [<mailto:kathrynn.phillippe@eposterboards.com>]
>

>>> Sent: Tuesday, June 05, 2018 11:10 AM
>

>>> To: Yohannes, Sara <syohannes1@bwh.harvard.edu>
>

>>> Subject: Re: ePosterBoards invoices- May
>
>>>

>>> External Email - Use Caution

>
>>>
>
>>> Hi Sara,
>
>>>
>
>>> I am traveling the next couple days so I will send it over by
> Friday.
>
>>>
>
>>> Kathryn
>
>>>
>
>>> Sent from my iPhone
>
>>>
>
>>>> On Jun 5, 2018, at 9:44 AM, Yohannes, Sara
>
>>>> <syohannes1@bwh.harvard.edu> wrote:
>
>>>>
>
>>>> Hi Kathryn,
>
>>>>
>
>>>> Submitted both invoices to AP. They should pay out in 45 days.
>
>>>>
>
>>>> Best,
>
>>>> Sara Yohannes
>
>>>> Program Coordinator
>
>>>> Brigham Research Institute
>
>>>> Brigham and Women's Hospital
>
>>>> Follow us on Twitter @BWHResearch
>
>>>> syohannes1@bwh.harvard.edu
>
>>>> Phone: 617.525.7102
>
>>>> Fax: 617.525.8550
>
>>>>
>
>>>> To learn more about the Brigham Research Institute (BRI) at
> Brigham
>

>>>> and Women's Hospital (BWH), visit the BWH Research Navigator and
> the
>
>>>> About the BWH BRI webpage on the hospital's website.
>
>>>>
>
>>>> -----Original Message-----
>
>>>> From: kathrynn.phillippe@eposterboards.com
>
>>>> [<mailto:kathrynn.phillippe@eposterboards.com>]
>
>>>> Sent: Monday, June 04, 2018 5:55 PM
>
>>>> To: Yohannes, Sara <syohannes1@bwh.harvard.edu>
>
>>>> Subject: Re: ePosterBoards invoices- May
>
>>>>
>
>>>> External Email - Use Caution
>
>>>>
>
>>>> Hi Sara,
>
>>>>
>
>>>> Thank you for the update. I have attached the final payment
> invoices
>
>>>> for both events to this email. I reduced the invoice for the May
> 9th
>
>>>> event by \$170 to account for your event credit.
>
>>>>
>
>>>> Best Wishes,
>
>>>>
>
>>>> Kathryn
>
>>>>
>
>>>>> On 2018.06.04 1:44 pm, Yohannes, Sara wrote:
>
>>>>> We over paid for the 00382A invoice by \$170 I believe.
>
>>>>>
>
>>>>> Best,
>
>>>>>
>

>>>>> SARA YOHANNES
>
>>>>>
>
>>>>> FROM: Yohannes, Sara
>
>>>>> SENT: Monday, June 04, 2018 1:39 PM
>
>>>>> TO: 'kathrynn.phillippe@eposterboards.com'
>
>>>>> <kathrynn.phillippe@eposterboards.com>
>
>>>>> SUBJECT: RE: ePosterBoards invoices- May
>
>>>>>
>
>>>>> Hi Kathryn,
>
>>>>>
>
>>>>> I don't think 000391A is our deposit invoice. The other invoices
>
>>>>> have been paid out (see below).
>
>>>>>
>
>>>>> INVOICE #
>
>>>>>
>
>>>>> PAYMENT DATE
>
>>>>>
>
>>>>> PAYMENT REFERENCE ID
>
>>>>>
>
>>>>> AMOUNT
>
>>>>>
>
>>>>> 000388A
>
>>>>>
>
>>>>> 03/09/2018
>
>>>>>
>
>>>>> 0000318357
>
>>>>>
>
>>>>> \$2,962.50
>
>>>>>

>
>>>>> 000382A
>
>>>>>
>
>>>>> 02/06/2018
>
>>>>>
>
>>>>> 0000311832
>
>>>>>
>
>>>>> \$3,950
>
>>>>>
>
>>>>> 000383A
>
>>>>>
>
>>>>> 03/19/2018
>
>>>>>
>
>>>>> 0000320145
>
>>>>>
>
>>>>> \$2,962.50
>
>>>>>
>
>>>>> Best,
>
>>>>>
>
>>>>> Sara Yohannes
>
>>>>>
>
>>>>> Program Coordinator
>
>>>>>
>
>>>>> Brigham Research Institute
>
>>>>>
>
>>>>> Brigham and Women's Hospital
>
>>>>>
>
>>>>> Follow us on Twitter @BWHResearch
>
>>>>>
>

>>>>> syohannes1@bwh.harvard.edu
>
>>>>>
>
>>>>> Phone: 617.525.7102
>
>>>>>
>
>>>>> Fax: 617.525.8550
>
>>>>>
>
>>>>> To learn more about the Brigham Research Institute (BRI) at
> Brigham
>
>>>>> and Women's Hospital (BWH), visit the BWH Research Navigator
> and
>
>>>>> the About the BWH BRI webpage on the hospital's website.
>
>>>>>
>
>>>>> -----Original Message-----
>
>>>>> From: kathrynn.phillippe@eposterboards.com
>
>>>>> [<mailto:kathrynn.phillippe@eposterboards.com>]
>
>>>>> Sent: Monday, June 04, 2018 10:35 AM
>
>>>>> To: Yohannes, Sara <syohannes1@bwh.harvard.edu>
>
>>>>> Subject: ePosterBoards invoices- May
>
>>>>>
>
>>>>> External Email - Use Caution
>
>>>>>
>
>>>>> Hi Sara,
>
>>>>>
>
>>>>> Can you please check with Accounts Payable regarding both the
>
>>>>> deposit invoices for May. Before I create the final invoices, I
>
>>>>> want to verify the deposit status.
>
>>>>>
>
>>>>> Thank you!
>
>>>>>
>
>>>>> Kathryn

>
>>>>>
>
>>>>> On 2018.06.01 9:52 am, Yohannes, Sara wrote:
>
>>>>>
>
>>>>> Attached is the signed contract. Let me know if you need
> anything
>
>>>>> else.
>
>>>>>
>
>>>>>
>
>>>>>
>
>>>>> Best,
>
>>>>>
>
>>>>> Sara Yohannes
>
>>>>>
>
>>>>> Program Coordinator
>
>>>>>
>
>>>>> Brigham Research Institute
>
>>>>>
>
>>>>> Brigham and Women's Hospital
>
>>>>>
>
>>>>> Follow us on Twitter @BWHResearch
>
>>>>>
>
>>>>> syohannes1@bwh.harvard.edu
>
>>>>>
>
>>>>> Phone: 617.525.7102
>
>>>>>
>
>>>>> Fax: 617.525.8550
>
>>>>>
>
>>>>>
>
>>>>>
>
>>>>>

>
>>>>> To learn more about the Brigham Research Institute (BRI) at
>
>>>>> Brigham
>
>>>>>
>
>>>>> and Women's Hospital (BWH), visit the BWH Research Navigator
> and
>
>>>>> the
>
>>>>>
>
>>>>> About the BWH BRI webpage on the hospital's website.
>
>>>>>
>
>>>>>
>
>>>>>
>
>>>>> -----Original Message-----
>
>>>>>
>
>>>>> From: Yohannes, Sara
>
>>>>>
>
>>>>> Sent: Thursday, May 31, 2018 1:34 PM
>
>>>>>
>
>>>>> To: 'kathrynn.phillippe@eposterboards.com'
>
>>>>>
>
>>>>> <kathrynn.phillippe@eposterboards.com>
>
>>>>>
>
>>>>> Subject: RE: ePosterBoards event paperwork
>
>>>>>
>
>>>>>
>
>>>>>
>
>>>>> Great! I am waiting on the signature, but should have it soon to
>
>
>>>>> send
>
>>>>>
>

>>>>>> back.
>
>>>>>>
>
>>>>>>
>
>>>>>>
>
>>>>>> Best,
>
>>>>>>
>
>>>>>> Sara Yohannes
>
>>>>>>
>
>>>>>>
>
>>>>>>
>
>>>>>> -----Original Message-----
>
>>>>>>
>
>>>>>> From: kathrynn.phillippe@eposterboards.com
>
>>>>>>
>
>>>>>> [<mailto:kathrynn.phillippe@eposterboards.com>]
>
>>>>>>
>
>>>>>> Sent: Tuesday, May 29, 2018 12:50 PM
>
>>>>>>
>
>>>>>> To: Yohannes, Sara <syohannes1@bwh.harvard.edu>
>
>>>>>>
>
>>>>>> Subject: ePosterBoards event paperwork
>
>>>>>>
>
>>>>>>
>
>>>>>> External Email - Use Caution
>
>>>>>>
>
>>>>>>
>
>>>>>>
>
>>>>>> HI Sara,

>
>>>>>
>
>>>>>
>
>>>>>
>
>>>>> As per our discussion, I have attached the ePosterBoards quote,
>
>>>>>
>
>>>>> contract and deposit invoice to this email. At your earliest
>
>>>>>
>
>>>>> convenience, can you please review, sign and send me back the
> last
>
>>>>>
>
>>>>> page of the contract.
>
>>>>>
>
>>>>> Please let me know if you have any questions regarding the
>
>>>>> documents.
>
>>>>>
>
>>>>> Just so you know the final number due date is 5 weeks prior to
> the
>
>>>>>
>
>>>>> event. Considering the large quantity of units + popularity of
>
>>>>> that
>
>>>>>
>
>>>>> event week, we will need to know the board numbers so we can
>
>>>>> finalize
>
>>>>>
>
>>>>> our own event schedule for that week. Please let me know if you
>
>>>>> have
>
>>>>>
>
>>>>>
>
>>>>> any questions.
>

>>>>>

>

>>>>>>

>

>>>>>

>

>>>>>> Best Wishes,

>

>>>>>

>

>>>>>>

>

>>>>>

>

>>>>>> Kathryn

>

>>>>>

>

>>>>>>

>

>>>>>

>

>>>>>> On 2018.05.29 10:53 am, Yohannes, Sara wrote:

>

>>>>>

>

>>>>>>> Great!

>

>>>>>

>

>>>>>>>

>

>>>>>

>

>>>>>>> Quick question, what time do you guys start setting up the day

>

>>>>> before

>

>>>>>

>

>>>>>>> for Discover Brigham last year?

>

>>>>>

>

>>>>>>>

>

>>>>>

>

>>>>>>> Thanks,

>

>>>>>

>

>>>>>>>

>

>>>>>

>

>>>>>>> SARA YOHANNES

>
>>>>>
>
>>>>>>
>
>>>>>
>
>>>>>> FROM: Kathryn Phillippe
>
>>>>>
>
>>>>>> [<mailto:kathrynn.phillippe@eposterboards.com>]
>
>>>>>
>
>>>>>>
>
>>>>>
>
>>>>>> SENT: Friday, May 25, 2018 9:30 AM
>
>>>>>
>
>>>>>> TO: Yohannes, Sara <syohannes1@bwh.harvard.edu>
>
>>>>>
>
>>>>>> SUBJECT: Re: Discover Brigham on November 7
>
>>>>>
>
>>>>>>
>
>>>>>
>
>>>>>> EXTERNAL EMAIL - USE CAUTION
>
>>>>>
>
>>>>>>
>
>>>>>
>
>>>>>> Hi Sara,
>
>>>>>
>
>>>>>>
>
>>>>>
>
>>>>>> Thank you for the reminder, I have already left for the long
>
>>>>> weekend
>
>>>>>
>

>>>>>>> but I will send it on Tuesday when I am back in my office.

>

>>>>>

>

>>>>>>>

>

>>>>>

>

>>>>>>> Kathryn

>

>>>>>

>

>>>>>>>

>

>>>>>

>

>>>>>>> Sent from my iPhone

>

>>>>>

>

>>>>>>>

>

>>>>>

>

>>>>>>> On May 25, 2018, at 7:48 AM, Yohannes, Sara

>

>>>>>

>

>>>>>>> <syohannes1@bwh.harvard.edu> wrote:

>

>>>>>

>

>>>>>>>

>

>>>>>

>

>>>>>>>> Hi Kathryn,

>

>>>>>

>

>>>>>>>>

>

>>>>>

>

>>>>>>>> I just wanted to follow-up on the paper work for November 7.

>

>>>>>

>

>>>>>>>>

>

>>>>>

>

>>>>>>>> Thank you!

>

>>>>>

>

>>>>>>>>

>
>>>>>
>
>>>>>>> SARA YOHANNES
>
>>>>>
>
>>>>>>>
>
>>>>>
>
>>>>>>> Program Coordinator
>
>>>>>
>
>>>>>>>
>
>>>>>
>
>>>>>>> Brigham Research Institute
>
>>>>>
>
>>>>>>>
>
>>>>>
>
>>>>>>> Brigham and Women's Hospital
>
>>>>>
>
>>>>>>>
>
>>>>>
>
>>>>>>> Follow us on Twitter @BWHResearch [1]
>
>>>>>
>
>>>>>>>
>
>>>>>
>
>>>>>>> syohannes1@bwh.harvard.edu
>
>>>>>
>
>>>>>>>
>
>>>>>
>
>>>>>>> Phone: 617.525.7102
>
>>>>>
>
>>>>>>>
>

>>>>>
>
>>>>>>> Fax: 617.525.8550
>
>>>>>
>
>>>>>>>
>
>>>>>
>
>>>>>>> To learn more about the Brigham Research Institute (BRI) at
>
>>>>> Brigham
>
>>>>>
>
>>>>>>> and Women's Hospital (BWH), visit the BWH Research Navigator
> [2]
>
>>>>> and
>
>>>>>
>
>>>>>>> the About the BWH BRI [3] webpage on the hospital's website.
>
>
>>>>>
>
>>>>>>>
>
>>>>>
>
>>>>>>> FROM: Kathryn Phillippe
>
>>>>>
>
>>>>>>> [<mailto:kathrynn.phillippe@eposterboards.com>]
>
>>>>>
>
>>>>>>> SENT: Friday, April 27, 2018 4:21 PM
>
>>>>>
>
>>>>>>> TO: Yohannes, Sara <syohannes1@bwh.harvard.edu>
>
>>>>>
>
>>>>>>> CC: Andrea Moya <andrea.moya@eposterboards.com>
>
>>>>>
>
>>>>>>> SUBJECT: Re: Discover Brigham on November 7
>
>>>>>
>
>>>>>>>

>

>>>>>

>

>>>>>>> EXTERNAL EMAIL - USE CAUTION

>

>>>>>

>

>>>>>>>

>

>>>>>

>

>>>>>>> Hi Sara,

>

>>>>>

>

>>>>>>>

>

>>>>>

>

>>>>>>> Yes, we can accommodate that date! I will send you the event

>

>>>>>

>

>>>>>>> paperwork when I am back in the office on a couple weeks.

>

>>>>>

>

>>>>>>>

>

>>>>>

>

>>>>>>> Best Wishes,

>

>>>>>

>

>>>>>>>

>

>>>>>

>

>>>>>>> Kathryn

>

>>>>>

>

>>>>>>>

>

>>>>>

>

>>>>>>> Sent from my iPhone

>

>>>>>

>

>>>>>>>

>

>>>>>

>

>>>>>>> On Apr 27, 2018, at 4:01 PM, Yohannes, Sara

>

>>>>>
>
>>>>>>> <syohannes1@bwh.harvard.edu> wrote:
>
>>>>>
>
>>>>>>>
>
>>>>>
>
>>>>>>> Hi Kathryn and Andrea,
>
>>>>>
>
>>>>>>>
>
>>>>>
>
>>>>>>> We are having our big event, Discover Brigham on Wednesday,
>
>>>>>
>
>>>>>>> November 7, 2018 and will need 100 electronic poster boards
>
>>>>>>> again
>
>>>>>
>
>>>>>
>
>>>>>>> for the event this year. Please let me know if you can
> confirm
>
>>>>> this request.
>
>>>>>
>
>>>>>>>
>
>>>>>
>
>>>>>>> Thank you!
>
>>>>>
>
>>>>>>>
>
>>>>>
>
>>>>>>> SARA YOHANNES
>
>>>>>
>
>>>>>>>
>
>>>>>
>

>>>>>>>> Program Coordinator

>

>>>>>

>

>>>>>>>>

>

>>>>>

>

>>>>>>>> Brigham Research Institute

>

>>>>>

>

>>>>>>>>

>

>>>>>

>

>>>>>>>> Brigham and Women's Hospital

>

>>>>>

>

>>>>>>>>

>

>>>>>

>

>>>>>>>> Follow us on Twitter @BWHResearch [1]

>

>>>>>

>

>>>>>>>>

>

>>>>>

>

>>>>>>>> syohannes1@bwh.harvard.edu

>

>>>>>

>

>>>>>>>>

>

>>>>>

>

>>>>>>>> Phone: 617.525.7102

>

>>>>>

>

>>>>>>>>

>

>>>>>

>

>>>>>>>> Fax: 617.525.8550

>

>>>>>

>

>>>>>>>>

>

>>>>>

>

>>>>>>>> To learn more about the Brigham Research Institute (BRI) at

>
>>>>> Brigham
>
>>>>>
>
>>>>>>> and Women's Hospital (BWH), visit the BWH Research
> Navigator
>
>>>>> [2]
>
>>>>>
>
>>>>>>> and the About the BWH BRI [3] webpage on the hospital's
>
>>>>> website.
>
>>>>>
>
>>>>>>>
>
>>>>>
>
>>>>>>> The information in this e-mail is intended only for the
> person
>
>>>>>>> to
>
>>>>>
>
>>>>>
>
>>>>>>> whom it is addressed. If you believe this e-mail was sent to
>
>>>>>>> you
>
>>>>> in
>
>>>>>
>
>>>>>>> error and the e-mail contains patient information, please
>
>>>>>>> contact
>
>>>>>
>
>>>>>
>
>>>>>>> the Partners Compliance HelpLine at
>
>>>>>
>
>>>>>>> <http://www.partners.org/complianceline> [1] [1] . If the
> e-mail was
>
>>>>> sent to
>
>>>>>

>
>>>>>>> you in error but does not contain patient information, please
>
>
>>>>>
>
>>>>>>> contact the sender and properly dispose of the e-mail.
>
>>>>>
>
>>>>>>>
>
>>>>>
>
>>>>>>>
>
>>>>>
>
>>>>>>> Links:
>
>>>>>
>
>>>>>>> -----
>
>>>>>
>
>>>>>>> [1] <https://twitter.com/bwhresearch> [2] [2]
>
>>>>>
>
>>>>>>> [2] <http://navigator.partners.org/> [3] [3]
>
>>>>>
>
>>>>>>> [3] <http://www.bwhresearch.org/about/> [4] [4]
>
>>>>>
>
>>>>> Links:
>
>>>>> -----
>
>>>>> [1] <http://www.partners.org/complianceline> [1]
>
>>>>> [2] <https://twitter.com/bwhresearch> [2] [3]
>
>>>>> <http://navigator.partners.org/> [3] [4]
>
>>>>> <http://www.bwhresearch.org/about/> [4]
>
> Links:
> -----
> [1] <http://www.partners.org/complianceline>
> [2] <https://twitter.com/bwhresearch>
> [3] <http://navigator.partners.org/>
> [4] <http://www.bwhresearch.org/about/>