

DATE

Dear (Speaker's Names):

This letter confirms that you are speaking in a panel on "NAME OF PROGRAM" on DAY, DATE, and TIME. Please plan to arrive at least 15 minutes prior to the session. The available AV equipment will include "LIST AV". As always, with audio-visual equipment, nothing is certain. You may want to have an alternate plan if the equipment is not working. This is a remote possibility, but one you may want to consider.

The program moderator will be NAME, LIBRARY. Please fax, e-mail or send em a copy of the introduction you would like him/her to read for you by DATE. My fax number is: FAX; e-mail: EMAIL.

Our room assignment at the Phoenix Civic Plaza is NAME of ROOM, capacity of the room set theater style is NUMBER. Please bring an appropriate number of copies of your handouts (I recommend ROOM CAPACITY + 20%). And, if you have shipped handouts in advance, be sure to hand-carry originals to Charlotte. In the event handouts are lost in shipping, we can duplicate using your originals. If you would like your handout to be available for the PLA website, be sure to complete the waiver form and e-mail the document (HTML preferred) to mdurrett@ala.org or send a diskette to PLA. In either case, be sure to provide the title of the program on your documents.

Our panel will be most interesting if we each cover areas as different as possible. I will be outlining TOPICS TO BE DISCUSSED. NAME(S) OF OTHER SPEAKER(S) will cover TOPIC(S). By dividing the topics in this manner, we will avoid repetition. Please remember that the focus of our presentaiton is to make our ideas translatabe to any size library, so be sure to include SPECIFIC DETAILS.

The order I would like to follow (after the moderator's introduction) is: ORDER OF SPEAKERS. Please let me know if you have any other preferences. As we have one hour and 15 minutes, each speaker will be limited to AMOUNT OF TIME. This will allow time at the end for questions.

I will be staying at the NAME OF PHOENIX HOTEL, PHONE NO., arriving DATE and departing DATE if you need to reach me at the conference. I would appreciate it if you could include you travel itinerary with your introduction information, in case I need to reach you before the program in Phoenix.

Thank you for participating in this program! I am delighted to be on a panel with such respected members of my profession. I look forward to seeing you in Phoenix.

Sincerely,

Cc: NC Program Committee Liasion