

Missouri



Date _____

Dear _____:

We wish to thank you for accepting our invitation to speak at our workshop. Following is the information we have about the program:

Title of Workshop:
Site of Workshop:

Date(s) of Workshop:
Title of your talk:
Time of your talk:

It will be necessary for us to request prior approval for continuing education hours—we would appreciate your cooperation in supplying the following information:

Your title: _____ Designated Initials: _____

Employed by: _____

In a brief sentence, please give the subject matter that will be covered in your talk:

Please check any audio/visual equipment needed:

Slide Projector Overhead Projector Screen
 Flip Chart/Markers Television VCR

Handouts – please send a sample with instructions at least 2 weeks prior to the event if you wish copies to be made.

We appreciate your participating in our workshop and we look forward to meeting you.

Sincerely,

_____ CDM, CFPP