
14.3 CONFERENCE ANNOUNCEMENT LETTER TEMPLATES I & II

DATE

Dear IIE Chapter Presidents:

The IIE Student Chapter at *UNIVERSITY NAME* is proud to announce that we will be hosting the *YEAR* IIE University Regional Conference for Region #. The conference is scheduled for *DATE* at *LOCATION* under the theme "***THEME DESCRIPTION***". There will be several events such as the technical paper contest, speakers and seminars, a job fair, and social networking events. We are working hard to make this conference an event that everyone will enjoy and remember.

There are several important issues and dates that we would like to bring to your attention:

Registration:

The registration packets for the conference will be sent out in *MONTH*. There will be an early bird registration fee of \$\$\$ per student and a standard registration fee of \$## per student. In order to qualify for the early bird all completed registration forms and fees should be received by *DATE*. The standard registration deadline is *DATE*.

Hotel Information: (If known; If not include in reminder letter.)

HOTEL NAME & ADDRESS

We have a block of rooms reserved at *XXX* Hotel at a conference rate of \$*XX* for single occupancy and \$*XX* for double occupancy. You must register by *DATE*, and mention that you are attending the IIE conference in order to receive the conference rate. We have a link to the hotel on our Web site at: (*GIVE URL*).

Technical Paper Competition:

The main focus for this conference is the Technical Paper Competition. Each chapter can submit up to two papers, and we hope that each chapter will submit at least one. If your chapter wishes to enter the paper competition all submissions ***must*** be postmarked by *DATE*. This will allow judges ample time to review the papers before the presentations. In order to meet this deadline, we strongly suggest that each chapter make arrangements to hold their local chapter paper competition in early January. The guidelines for the competition and the submission forms will be included in the registration packet sent to your chapter.

Chapter Development Meeting:

One delegate from your chapter must plan to attend the chapter development meeting on *DATE* at *TIME*. Each chapter is also encouraged to speak about their chapter activities or current situations within the respective universities. The agenda for this meeting will be the discussion of the *YEAR* Conference and voting on who will host the next two conferences. If your chapter is interested in hosting the 2005 or 2006 IIE Regional Conference, then your chapter must submit a written proposal no later than *DATE* in order to qualify as a candidate. We strongly suggest consulting with your advisor and department before submitting a proposal.

Attire for the conference:

The attire for the conference will be business casual. *IF DRESS CODE IS DIFFERENT FOR VARIOUS FUNCTIONS, SPECIFY.*

If you have any questions regarding the conference or the paper competition, please feel free to contact us. Thank you for your participation and we look forward to seeing you in *MONTH/DATE OF CONFERENCE*.

Sincerely,

Conference Planning Committee
CONTACT INFORMATION

Announcement Letter II

DATE

NAME

ADDRESS

Dear IIE Chapter President:

As a reminder, the Regional Conference is scheduled for *DATE*, with main events occurring on the *DATE*. Attachment 1 is a full agenda for the weekend, and attachment 2 is a registration form. The registration fee is \$_____ per person, due *DATE*. This fee will cover all meals and a variety of exciting activities. We have reserved a block of 50 rooms at *LOCATION*, which is the site for many events. The cost of the hotel is \$_____ per room, assuming ___ people in the room. The conference may be able to provide financial assistance if needed. Also, a list of alternate accommodations can be provided upon request. Mileage of _____ cents per mile, one way, for each student up to eight students will be paid after the conference.

A major portion of the conference is the technical paper competition. Awards of \$10, \$25, and \$50 will be given to outstanding technical papers presented by IIE members. Judges will read the papers prior to the conference and entrants will make a presentation to the conference for the final portion of the judging. Winners will be announced at the banquet. Attachment 3 outlines the rules of the competition.

Another important part of the conference is the region meeting on *DATE*. Please designate one member to serve as a delegate. This person will cast your school's vote on any matters that come to the floor during this district meeting.

General directions to *HOST CHAPTER* are available on the Web site. When your registration is complete, customized directions will be mailed to you with your confirmation.

We look forward to seeing you in _____! Please use the enclosed flyers to advertise the conference. Have a great semester/quarter. If there are any questions, please e-mail or phone **CONTACT NAME** (e-mail address/phone #)

Sincerely,

Conference Planning Chair
CONTACT NAME AND ADDRESS

14.4 PROFESSIONAL LETTER TEMPLATE TO PROFESSIONAL CHAPTER

DATE

Dear Senior Chapter Member:

Each year engineering students and faculty from around the *NAME/LOCATION* region meet to exchange academic and professional knowledge at the Institute of Industrial Engineers Student Regional Conference and Paper Presentation. In *YEAR OF CONFERENCE*, the *CHAPTER NAME* of the Institute of Industrial Engineers will be hosting this conference on *DATE*.

The best and brightest students from each university attend the conference. This is one of the reasons our chapter is contacting Senior Chapter Members for their assistance. Our chapter also sees this conference as an activity in which we can increase our involvement with the Senior Chapter. We will all hopefully be joining your chapter as members in the near future and this would be a good chance for us to find out more about our local Senior Chapter.

We invite you to become involved in our effort in one or more of these specific areas:

- Providing a speaker for a luncheon or banquet
- Sponsorship of the conference and conference events
- Attending the awards banquet

Your participation and expertise are most welcome and much appreciated. Not only will your participation in the conference benefit students involved, but will also benefit you and your organization.

Enclosed is a copy of the registration form sent out to all students in the Region. This should give you an idea of some of the events planned for our conference. The registration form also lists the tours and seminars we are offering to all attendees.

We look forward to hearing from you via the attached form, phone call, e-mail or during a visit.

Sincerely,

Conference Planning Committee
CONTACT INFORMATION

This letter can be addressed and customized to the professional chapter president. If the student chapter has contact with or within the senior chapter, the letter may be addressed to such contact. For a university chapter with working relationship with their local chapter – visit/attend of their meetings to formally extend an invitation to the conference.