
14.5 SPEAKER CONFIRMATION LETTER TEMPLATE

DATE

NAME OF SPEAKER

COMPANY – TITLE

ADDRESS

Dear *NAME*,

Thank you for agreeing to speak at the IIE Regional Conference. I am sure your presence will enhance the experience of all who attend. I am writing this letter to provide some basic information about the conference and our expectations of you.

Enclosed is a tentative agenda. You are scheduled to speak at *TIME AND DAY* on *TOPIC*. I will send you a list of probable questions to review at your convenience. Depending on when speakers plan to arrive, we will have a social event for the speakers and some planning committee members on _____ evening.

(OPTIONAL)

We would like to print a short biography and photo of each of the speakers in the conference program. This information is need by *DATE*. The biography should be 100-150 words and in the third person. This should be mailed to the return address listed below, attn: _____.

As mentioned in previous correspondence, the conference will provide hotel accommodations at the "*PLACE*" for you as well as all your meals. You are welcome to bring a guest to attend events and the banquet, but a registration fee of \$____ will be required. I have included a form, which outlines some sponsorship options if *NAME OF COMPANY* would like to be a corporate sponsor for this conference. With any donation, *COMPANY* will be listed in the program, and a Web page link will be established from the conference page. One alternative to the options listed would be for *COMPANY* to pay for your accommodations. For this, we will print a half page ad in the program.

If you have any questions, please contact *CONTACT PERSON* at *PHONE* or by e-mail (*EMAIL ADDRESS*). Again thank you for helping us with this event.

Sincerely,

NAME

Conference Planning Committee Chair.

CONTACT INFORMATION

Enclosures