

Inside State Presenters Form Letter

Date

Presenters Name and Address Here

Dear _____:

Thank you for agreeing to present your program at the Nevada Library Association Conference in August 2004. The Conference will be held at the Hyatt Regency Lake Las Vegas, Henderson, Nevada, 89011. We have you scheduled for the following:

Program Title: _____

Date: _____

Start Time: _____

Length of Program: _____

Location: _____

Room: _____

Attached is an agreement with the details of your program. Please take this opportunity to make any changes to this information and send the agreement and other required materials by June 7th to the address below. If you have a photograph that you would like used in the Conference program, please send it with this letter.

I'm looking forward to working with you and attending your program in August. Thank you for your participation.

Sincerely,

Host Name

Host Address

**Presenter's Agreement – Nevada Library Association Conference
Henderson, Nevada
August 2004**

Presenter(s) Name(s): _____

Program Title: _____

Date of Program: _____ Start Time: _____

Length of Program: _____

Needed Equipment (see attached Equipment List)

Attach photograph for use in promotional materials (not required).

Nevada Library Association will pay for the following expenses: (if applicable)

Lodging: _____ Hotel for *** nights

Travel: Airfare or Mileage

Per Diem @ \$26.00/day for *** days

Honorarium: \$**

Other Expenses: ****

I agree to present under these guidelines with the following corrections or amendments:

Signed

Date

Please return by June 7th to:

Host Name

Host Address