

# Out-of-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: \_\_\_\_\_

The Nevada Library Association (NLA) will reimburse you for your travel expenses to and from the conference, and per diem for \*\* days at \$26.00 per day. We will make a reservation for you to stay at the \_\_\_\_\_ Hotel for \*\* night(s). This room will be billed directly to the Nevada Library Association. Please bring your receipts for travel and expenses to the conference in order for me to submit the reimbursement paperwork.

Attached is an agreement with the details. Please take this opportunity to make any changes to this information and send the agreement form and other required materials by June 7<sup>th</sup> 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 to 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:**

Lodging: \_\_\_\_\_ Hotel for \*\*\* nights

Travel Costs (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:

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Signed

Date

Please return by June 7<sup>th</sup> o:

Host Name

Host Address