Dear Speaker:

Thank you for your willingness to give a presentation at the Annual Meeting of the Holly Society of America. To have the proper facilities and equipment available for your presentation, please identify your needs on the form below and return it to me by March 31.

Name and Company: _____

Position: _____

Address (home/work): _____

_____

_____

Phone (home/work): _____

E-mail (home/work): _____

Title of Presentation: _____

_____

EQUIPMENT REQUIREMENTS:	YES	NO
35 mm slide projector	☐	☐
Overhead projector:		
Transparencies	☐	☐
Opaque	☐	☐
16 mm film projector	☐	☐
Easel	☐	☐
Chalk board	☐	☐
Other: _____		

If making a PowerPoint presentation, please provide your own computer and projector.

Please return to: _____

_____

_____

Please contact me at the following if you have any questions:

Phone: _____   E-mail: _____

Sample speaker confirmation letter to be sent out by the Secretary

Date:

Speaker name and address

Dear Mr., Mrs or Ms.:

The Holly Society's **DATE** Annual Meeting Committee has informed me that you will be speaking at our meeting this fall. Our scientific/technical program will be held on DATE and TIME, at the LOCATION. You are scheduled to give your presentation on (TITLE OF PRESENTATION) at (TIME, LOCATION). Please arrive at least 30 minutes before you scheduled presentation and check in at the Registration table.

I am enclosing the Annual Meeting Brochure. Please complete the registration form and return it to me in the accompanying envelope. As a (DAY AND DATE) featured speaker, you are entitled to (fill in appropriate information)

Registration fee for the day of their talk is waved
Free meal the day of their talk: free Welcome Dinner or free lunch for program speakers
When a speaker brings a significant other at the time of their talk, their guest's registration fee and dinner fee are waved.

(Program Speaker) Your are cordially invited to lunch compliments of the Holly Society.

The HOTEL NAME has reserved a block of rooms for the Holly Society at a special rate of STATE RATE per night, single, double, triple, or quadruple occupancy. For reservations, call the hotel at PHONE NUMBER by the cut off date STATE DATE and indicate you are attending the Holly Society meeting.

Please accept a $100.00 speaker gratuity.

If you have any questions or problems concerning the meeting or material I am sending you, please contact me. I will look forward to meeting you in LOCATION and hearing your presentation!

Sincerely,

Name: Secretary

Enc.