

## Sample Speaker Invitation Letter

<Date>

<Name>

<Title>

<Institution>

<Address>

<City, State, Zip>

Dear Dr. <Name>,

Thank you for participating in the <Conference Title> to be held <Dates>.at the <Location>. The title of your presentation is <Title>, you are schedule to speak from <Beginning Time> to <Ending Time>. Speakers should check-in with the registration desk 1 hour prior to your presentation to set-up your audio visual with the technicians. The target audience for this conference is <Target Audience> in the <Geographic Information>.

### Learning Objectives for the conference is:

At the conclusion of this activity, participants should be able to:

- 1) <Objective 1>
- 2) <Objective 2>
- 3) <Objective 3>

### Presentation:

In accordance with the ACCME Updated Standards of Commercial Company Support, please be advised that no commercial company logos, products or equipment should be included in your presentation, program materials or slides. Educational materials that are a part of this activity, such as slides, abstracts, and handouts, cannot contain any advertising, trade names, or product-group messages. We also remind you that CME must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. If your CME educational material or content includes trade names, trade names from several companies should be used where available, not just trade names from a single company.

### Syllabus information:

The syllabus for this activity will consist of your PowerPoint presentation and/or an outline (as an MS Word file). Please e-mail your Powerpoint presentation to <Coordinator> by <Deadline> and please indicate your name, title, day and time of your presentation on the cover of each submission. Although your presentations will be included in the print syllabus, please bring your presentations on a CD ROM or USB Drive to the program.

Submissions received after <Date> will not be included in the printed syllabi. Reproduction of additional handouts, after this date, is the responsibility of the presenter.

Please review the information and requirements listed below:

- **Flight Reservations and Hotel Accommodations:** Please call <Travel agency> at <Phone number> as soon as possible to make your coach-class flight and hotel reservations.
- **Expense reimbursement:** The Northwestern University's policy for reimbursement is for reasonable fees (coach air fare, taxi or shuttle service to and from the airport, etc.) You will be reimbursed for expense that are within the university's policies. After the conference, please return the completed expense form (enclosed) and all original receipts to <Coordinator> no later than <Date>.
- **Honorarium:** You will receive honoraria of <Amount> for your participation at this conference.

Please complete the following and return by fax to the <Coordinator> no later than <Date>. The fax number is <Fax Number>.

- **Contractor Services Form**
- **Audiovisual requirements Form**
- **Vendor code request form – for any reimbursement of expenses and honorarium**

Thank you for your assistance. If you have any questions, please feel free to contact me at <Coordinator's Phone Number> or e-mail: <Coordinator's e-mail address>. I look forward to working with you on this conference.

Sincerely,

<Coordinator>  
<Title>  
<Institution>