

Sample Letter to Confirm Speaker

Today's Date

Name

Title

Address 1

Address 2

Dear Name:

Thank you for your commitment to speak to the members of the Minneapolis Branch American Association of University Women on (date), at (time) on the topic . Your talk will be in the auditorium at the Gale Mansion, 2115 Stevens Avenue South (Directions enclosed). Please park in the curved driveway in front of the entrance, pulling up as far as you can. I will meet you at the door approximately 15 minutes prior to your talk. I also would like to invite you to stay for lunch at the President's Table if your schedule permits.

Presenters have 45 minutes to speak and an additional 15 minutes reserved for questions from the audience. You can expect an audience of approximately 150-200. Enclosed is a list of the a/v equipment we have available for your use. Please let me know which, if any, of these you would like to use.

I will be your contact person from AAUW. My name is _____. You can contact me via email at _____, or call me at _____ (H) or _____ (Cell). The AAUW office number is 612- 870-1661 in an emergency if you cannot reach me directly. The announcement of your talk must be ready for publication by _____. I would appreciate biographical information and the exact title of your talk as soon as possible for the Bulletin and to prepare your introduction in. You can forward them via email, or mail them to me at _____(address). Also, please let me know your AV needs and if you would like me to make a lunch reservation for you.

AAUW is a non-partisan, non-sectarian organization. Our members appreciate speakers who use well-balanced information and positions in their presentations.

I am looking forward to meeting you and our members are eager to learn more about this topic. Thank you for agreeing to share your time and expertise with us.

Sincerely,