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CHAIRPERSON'S INVITATION LETTER

Dear **(Name)**

We would like to invite you to chair the following session at the **(year)** TheMHS Conference at the **(Venue)**. We greatly appreciate your assistance.

Insert: Session no. & title, room, presenters names

The *Chairperson's Duties* information sheet is attached for your reference. The chairing role is very important in terms of timing and the overall management of the session and we hope these instructions will help you.

Could you please let us know ASAP if you can assist with chairing the suggested session/s above? We do hope you will be able to accept. If you are unable or not interested in chairing the suggested session/s please feel free to nominate alternate sessions/s or other topic area. If you have any questions, please contact this office on 02 9810 8700 and we will be happy to help.

We look forward to hearing from you.

With thanks and regards,

Anne Allen
for Vivienne Miller
Conference Director