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KEYNOTE SPEAKER CONFIRMATION EMAIL

Dear **INSERT NAME**

I am writing to you on behalf of TheMHS Learning Network to give you details about your proposed keynote address at TheMHS Conference (**date/year**). Please see attached letter for information. I would also like to ask you to send me a very brief biography and photo that we can use for publicity purposes and, if possible, the title of your talk. I need these details by return email as soon as possible.

I am also including below a checklist of due dates to assist you with your planning for our conference.

If you have any queries about the practical organisational aspects of the conference please don't hesitate to contact me. (*Local Committee Convenor/s*) will continue to liaise with you about the content/topic of your keynote address.

Please confirm that I have listed your correct physical address in the attached letter.

I look forward to meeting you in (conference city, state), in August.

Regards

Vivienne Miller
Conference Director

Keynote Speaker Checklist	
Biography & Headshot	Due immediately
Title of Keynote Address	Due immediately
Presentation Acceptance Form	Due immediately
Forms – Acceptance; Case Study	Due immediately
Abstract of Your Presentation	Due March YEAR
Airfare Request	Due May YEAR
Hotel Room Request	Due May YEAR
Per Diem	Paid to you at the conference in August or transferred via EFT to your bank account, post-conference. Please advise which method of payment you would prefer.
Keynote Presentation Paper	Written paper for inclusion in Proceedings, due on INSERT DATE.