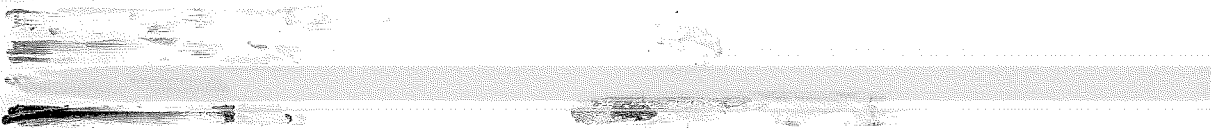




# Mid America Chapter

September 17, 2003



Dear [Redacted]

This letter serves as a confirmation of your agreement to be a presenter at the AFP Regional Conference on May 2-4, 2004. The conference, sponsored by the AFP Mid-America Chapter, will be held at the Reardon Center, 520 Minnesota Ave, Kansas City, Kansas 66101. Hotel accommodations are available at the Hilton Garden Inn directly adjacent to the Reardon Center.

**Please call the hotel—913-342-7900-- to make your reservations.** Mention that you are an AFP Mid-America Chapter guest. As agreed upon, AFP will pay for your accommodations for Sunday and Monday, May 2 and 3. If you wish to extend those accommodations at your personal expense you may make arrangements with the hotel.

Your presentation, **“Has Your Campaign Detoured? Need a Road Map?”** is **scheduled from 10:15 a.m. to 11:45 Tuesday, May 4.** In addition, we request that you facilitate an informal, **round-table discussion at the Monday, May 3 luncheon scheduled from 12:15 to 1:45 p.m.** No more than nine people will be at your table.

The Mid-America Chapter extends its sincere thanks to you for donating your time and talents in making the presentation and facilitating the roundtable. The Chapter will pay for travel and hotel expenses. Meals at the conference also will be complimentary. As a speaker, you will receive a meeting badge that allows you entrance to all conference functions.

Enclosed please find (a) a Speaker Check List, which includes the items needed to complete this agreement; and (b) a Speaker Information form. Please send **signed form, the biographical material and photo** to our Program Co-Chair [Redacted], 521 NW 64<sup>th</sup> Street, Kansas City, MO, 64118, no later than **October 15, 2003.** You also may e-mail the bio and photo to [Redacted]

AFP will be responsible for duplication of handout materials of no more than 10 double-sided pages. **Please send a master copy to [Redacted] no later than April 1, 2004.**

If you have questions, please feel free to call either of the Program Co-Chairs, [Redacted] [Redacted] 913-342-7900. The Conference Chair, [Redacted] can be reached at [Redacted]. Again, many thanks for being a part of our 2004 Conference.

My best,

AFP 2004 Regional Conference Co-Chair

**Proud Recipient of:**

**2002  
AFP International  
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Recognition Award**

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Charles R.  
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