

## Keynote Speaker Invitation Letter

**NACADA**

The Global Community for Academic Advising

### NOTE TO REGION CONFERENCE CHAIR:

*A letter or e-mail from you or your designee should be sent with a Professional Services Agreement. Include as much detail in the contract as possible, including where, when, what is expected of them, what you will provide and how they will be paid. Send them three copies to sign, one for them to keep and two to send to the Exec. Office.*

*We will send a completed signed copy back to them and to you.*

### Following are some suggestions of what should be included.

- Region \_\_\_\_\_ Conference, date, place of speech. (hotel, specific meeting room, etc.)
- The topic for the meeting is \_\_\_\_\_
- Issues the speaker has agreed to address: \_\_\_\_\_
- Please arrive at \_\_\_\_\_ and meet \_\_\_\_\_ at the \_\_\_\_\_
- Describe how the person should get from airport to hotel (shuttle or taxi and approx cost and instructions on how/where to board) so they can be prepared.
- If someone is meeting them, list where, when and how they will recognize them, and the persons name and cell phone number. Perhaps provide a map.
- List the name, address and phone number of the hotel and **a room confirmation** number
- If they are coming in the night before, tell them if someone will take them to dinner
- Where and when to meet you for their presentation and if they need to set up AV, how and where to do this.
- If they won't arrive until the last minute, arrange to visit with them by phone an hour or so before, so you will be assured they are on target as far as being on time and knowing where to meet you.
- If you expect them to attend a meal, let them know.

### Also, include the following information, of course, customized to what you need them to do:

- The session will begin at \_\_\_\_\_ o'clock.
- There will be approximately \_\_\_\_\_ minutes of announcements, etc. before you are introduced, so your presentation will start at approximately \_\_\_\_\_ o'clock and should end at \_\_\_\_\_.
- Please be sure to leave approximately \_\_\_\_\_ minutes for question and answers at the end of your presentation.
- The follow up session will be (time, topic, how many people you might expect, what kind of format you need (lecture, roundtable discussion, workshop, etc.) (if there is one.)
- Date by which the contract should be returned to the Executive Office (address is above.)

### Include other suggestions:

- You may wish to be aware that this issue is important to our region because \_\_\_\_\_
- Participants will be especially interested in \_\_\_\_\_
- There will be approximately \_\_\_\_\_ participants.

Sincerely, (your contact info {particularly your cell phone if appropriate})