

Dear [REDACTED],

I am pleased to let you know that your application to present a workshop at the **2012 Prairie Star District Annual Conference** has been accepted. The Annual Conference will be held **April 13-15 in Bloomington, Minnesota**, and all workshops will be held on Saturday, April 14. This year, we were richly blessed with more interesting proposals than we could accept. In an effort to accommodate as many as possible, we have added a slightly shorter (one-hour) fourth track, which we hope will be acceptable to those of you who have been offered a spot in Workshop D.

Name of Workshop: [REDACTED]

Your Workshop Session and Number: [REDACTED]

Workshop A: 11:00-11:15 a.m.
Workshop B: 1:45-3:00 p.m.

Workshop C: 3:15-4:30 p.m.
Workshop D: 4:45-5:45 p.m.

Each workshop has been assigned a time slot for scheduling purposes. Final room arrangements will be made after we determine the number of people signing up for each workshop. As the time for the Conference nears, we will let you know the approximate number to expect.

Below is information collected from your initial proposal. Would you please review the information and get back to us if anything is wrong or missing?

Equipment Needs: A review of your application indicated you would need the equipment checked below.

<input type="checkbox"/>	I am bringing my own Laptop (<input checked="" type="checkbox"/>	X	I need a Projection Screen	<input type="checkbox"/>	DVD Player with Monitor
<input type="checkbox"/>	I am bringing my own Projector	<input type="checkbox"/>		Lectern	<input type="checkbox"/>	White board & markers
<input type="checkbox"/>	I will need Wireless Internet	<input type="checkbox"/>		Table for Equipment	<input type="checkbox"/>	

Other Equipment Needs (Please Explain):

If you asked for a projection screen, we have assumed that you will be bringing a projector and laptop computer unless you have indicated otherwise. Projectors are limited and very expensive to lease from the hotel where the conference will be held. Projection Screens are also limited, and you may be asked to use a white wall for your slides or movies. If there is anything that we have missed, please let us know as soon as possible. All equipment requests need to be finalized by February 28, 2012.

Preferred room set-up: [REDACTED]

Bookstore Requests: We will provide the Local Arrangements Committee with the list of books and other materials you suggested for the Conference Bookstore. This list includes: [REDACTED]. Please understand that they are not always able to accommodate every request, but they will certainly try!


We would like to thank you for your generous gift of time and talent to help make the 2012 conference a success! Please remember to register for the conference at www.psdoua.org beginning later in January. We look forward to seeing you in April for what promises to be a wonderful conference.

With sincere gratitude for your offering,

The Annual Conference Program Planning Committee

Contact person:

Ginny Malcomson

Email: 

Phone number: 