



INVITATION LETTER

LIMITED OFFICIAL USE

DISCLOSURE STATEMENT: This information is confidential. It must be appropriately safeguarded from improper disclosure and it should only be made available for review by appropriate personnel having a need to know.

This Invitation Letter specifies relevant information regarding a future event and speaker requirements. It is a structured approach to identifying speaker requirements and accepting requests. A completed form will allow Calcmatics team members to make informed decisions pertaining to their ability and/or willingness to provide support as an event speaker.

PART A.

Name of Organization: _____

Venue of Event: _____

Date of Event (from/to): _____

PART B. EVENT OVERVIEW

Description of the theme or focus of the event:

The reason(s) a Calcmatics representative would be a great speaker for the event:

Why it would be beneficial for Calcmatics to speak at the event:

Targeted audience for the event/Expected # of audience members:

Presentation Length (Expected # of minutes for each speech):

Speech Topic or Theme:

Speaker Expectations and/or Requirements:

Event Sponsor(s) if applicable:

Contact Information:

PART D. COMMENTS

Additional Comments: