

ATTACHMENT P

May 7, 2013



North Carolina
PSYCHOLOGICAL ASSOCIATION

Dear:

We are looking forward to having you present at the 2013 North Carolina Psychological Association/Foundation Fall Continuing Education Institutes to be held September 27th & 28th at the Friday Center, Chapel Hill, North Carolina. **Your institute on “Name of Institute” is scheduled for Saturday, September 28th from 9 am – 4:45 pm. Please be sure to indicate which will be the morning program and the afternoon program. In planning your institute please allow for breaks (15 minutes in the morning and 15 minutes in the afternoon) and lunch (1 hour 15 minutes).**

This is to confirm that you will receive a **Voucher for a NCPA/NCPF/DIPP CE workshop or institute**. We will reserve and pay for a room at a hotel close to the Friday Center for Friday, September 27th

Enclosed are:

1. **A Speaker Agreement that needs to be completed, signed and returned to me by May 24, 2013.**
2. **An Institute Planning form which needs to be completed and returned by May 24, 2013.** The information in this sheet will be used for the brochure/flyer and other publicity for your workshop. Please note there are several items –such as your vita – that needs to be returned with this planning document if possible or as soon as you can.
2. A **checklist** to help you know all of the information needed.
3. Guidelines for: Learning Objectives, Handouts, Level of Learning, Meeting Ethical & Legal requirements.

The Association/Foundation will publicize the institute to psychologists and other professionals throughout North Carolina to assure as wide an audience as possible. **If you know of an organization or group that would be interested in attending your institute please forward name, email and phone # if possible.**

Again, **Thank You** for agreeing to present at our NCPA/NCPF Fall CE Institutes. We look forward to receiving your material. Please contact me if you have any questions.

Sincerely,

Carol

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