Dear:

We are looking forward to having you present at the 2017 North Carolina Psychological Association/Foundation Fall Continuing Education Institutes to be held October 6 and at the Friday Center, Chapel Hill, North Carolina. **Your institute on “Name of Institute” is scheduled for Saturday, October 7th from 9 am – 4:45 pm. Since this will be divided into two discrete presentations, 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 [fill in whatever honorarium or other incentive (like gift card) will be given].

Enclosed are:

1. **A Speaker Agreement** that needs to be completed, signed and returned to me by May 24, 2017.
2. **A Presenter Planning form** which needs to be completed and returned by May 24, 2017. The information from this form 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.
3. **A checklist** to help you know all of the information needed.
4. **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/NCPS Fall CE Institutes. We look forward to receiving your material. Please contact me if you have any questions.

Sincerely,

**Carol**

Carol Kulwicki
Office Manager