



SAMPLE SPEAKER LETTER
Prepared by Jacqui Joseph-Biddle, NCTE Convention Director

April 29, 2004

Ms. XXXXXXX XXXXXXX
XXX XXXXXXXXXXX Ave.
XXXX XXXXXXX XX 32444-1428

Dear Ms. XXXXXXX;

We are pleased that you will be with us at the Whole Language Umbrella’s Literacies for All Summer Institute, “Becoming Literate: How Research Supports Holistic Teaching,” which will be held on July 15-18, 2004, at the Hilton St. Louis Airport Hotel, St. Louis, Missouri.

I am writing to confirm your speaking engagement as one of the keynote speakers in the Preconference Workshop, “Silent No More! Voices of Inspiration and Courage in Education,” to be held on Thursday, July 15, Noon-5:00 p.m. It is my understanding that the conference will pay you \$600 to help defray expenses. **I would be happy to make your hotel reservation and subtract the amount from the \$600 if you would like me to do so.** Please contact us with your preference by May 31. If we do not hear from you by then, we will assume that you are making your own hotel reservations. Or, if you prefer, once you have made your airline reservations, if you send me the copy of the itinerary with the costs, we can process that for you so you will be able to pay your credit card bill when it comes in and not have to incur any interest charges. We would then deduct that amount from your honorarium check. Please let me know if these options will help you.

If my understanding is correct, please sign a copy of this letter and return it to me in the enclosed envelope. I will need your social security number in order to process a \$600 check. If the check is below that amount, we will not need your social security number. We will process your check after the conference.

If at any time you have any questions, please contact me by phone at 800-369-6283, ext. 3672, or by email at jbiddle@ncte.org. I look forward to meeting you.

Cordially,

Jacqui Joseph-Biddle
NCTE Convention Director

The understandings concerning my appearance at the WLU Conference in St. Louis are correct.

Signature

Social Security Number: _____