

Hey!

Well, our presentation got accepted! We will get together in the next month or so to plan the presentation. Congratulations!

MAJ

From: Mace, Melissa K
Sent: Tue 7/15/2008 3:29 PM
To: Jennings, Mary Ann; Summers, Anne B
Subject: Invitation to Present at the Statewide Conference

PLEASE FORWARD THIS E-MAIL TO MEMBERS OF YOUR PRESENTATION TEAM

Dear Drs. Jennings & Summers:

On behalf of the 2008 Statewide Conference Planning Committee, I am pleased to extend an offer to you and your team to present your session topic, *Learning about the Homeless: A successful community partnership*, as a **Tandem (25 minute) concurrent session** at the Fourth Annual Missouri Campus Compact Statewide Conference.

This year's selection of presenters was very competitive resulting in the decision by the selection committee to offer only a few Full concurrent sessions with the remainder of concurrent sessions in the Tandem (25 minute) format. Because you will be sharing the room with another Tandem presenter(s), we request that you keep your presentation to 20 minutes of presentation and five minutes of questions. You will receive the contact information for the other team prior to the conference so that you may work out any logistical issues.

So that we may finalize the conference brochure and program in a timely manner, we respectfully request that you notify us of your intention to present no later than **Friday, August 1, 2008**, via e-mail to melissamace@missouristate.edu. We will send you an electronic confirmation when you respond so that you know we have received your e-mail. If you do not receive a confirmation from us, please contact Missouri Campus Compact at 417-836-3104 to confirm your presentation slot.

CONFERENCE LOGISTICS

Listed below is the logistical information about the conference. Additional information will be sent to you as it is developed.

Conference Location: The conference will be held at the Knight Center (hotel) on the campus of Washington University in St. Louis.

Conference Dates: October 17-18, 2008. ALL CONCURRENT SESSIONS WILL BE HELD ON OCTOBER 18. Due to the number of presenters, special requests for morning or afternoon presentation time slots may not be able to be honored.

Conference Registration: Online registration for the conference will begin Monday, August 11, 2008. The registration link will be sent to you prior to the open of registration. All presenters are required to register for the conference. The registration fee for concurrent session presenters is \$40 for faculty/staff/administrators and \$30 for student presenters. The registration fee includes conference materials and all conference meals (Friday dinner, Saturday light breakfast and Saturday lunch, and snacks.

Travel: Concurrent session presenters are responsible for their own travel and hotel.

Hotel: Knight Center on the Washington University Campus
Forest Park Parkway & Throop Drive
St. Louis, MO 63130
866-933-9400

Campus Compact Conference Rate: \$109.00 (plus tax and applicable fees) per night.

Reservation deadline: September 25, 2008

Special Note: Room availability is limited. If you wish to stay on-site, early registration is strongly encouraged.

There are many additional hotels in the immediate area. When making a reservation, tell them you are a Washington University guest. Many hotels in the area offer a discounted rate to Washington University visitors.

Equipment: Laptop computers will not be supplied for presentations. Please make arrangements to bring a laptop computer as needed. Any last minute equipment requests that result in an additional charge to the conference will be the responsibility of the presenter(s).

On behalf of the selection committee, I congratulate you and look forward to working with you on the conference. Please do not hesitate to contact me with any questions you may have regarding the conference and your presentation.

Sincerely,

Melissa Mace

Melissa K. Mace

Executive Director

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