

ATTACHMENT K



North Carolina
PSYCHOLOGICAL ASSOCIATION

July 12, 2005

Dear:

We are looking forward to having you present at the 2005 North Carolina Psychological Association/Foundation Fall Continuing Education Conference to be held October 7th and 8th at the Friday Center in Chapel Hill, North Carolina. **Your institute is scheduled for Friday, October 7th from 9 am – 4:45 pm. In planning your institute please allow for breaks (30 minutes in the morning and 15 minutes in the afternoon) and lunch (1 hour 15 minutes).**

This is to confirm that you will receive **an honorarium \$0000.00**. NCPA will reserve and pay for a room at a hotel close to the Friday Center, and will cover all reasonable travel expenses including air fare at the economy rate.

Enclosed are:

1. **A Speaker Agreement that needs to be completed, signed and returned to me by August 1, 2005.**
2. **An Institute Planning form which needs to be completed and returned by August 1, 2005.** The information in this sheet will be used for the brochure and other publicity for your workshop. Please note there are several items –such as your vita – that need to be returned with this planning document.
3. An **information sheet** which includes the details of your travel to North Carolina, any books you might suggest, and other information that will help us in planning your visit.
4. A **checklist** to complete in helping you send NCPA/NCPF all of the information needed.

The Association/Foundation will publicize the institute to psychologists and other professionals throughout North Carolina to assure as wide an audience as possible.

Again, **Thank You** for agreeing to present at our Fall Continuing Education Conference and we look forward to receiving your material. Please contact me if you have any questions.

Sincerely,

Carol D. Kulwicki

Office Manager

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