Dear Computers in Libraries 2008 Speaker:

Thank you so much for agreeing to speak at the Computers in Libraries Conference, April 7–9, 2008. We are looking forward to an exciting program and know you will play a major role in the success of this conference. Our goal is to make your experience as a speaker as rewarding as possible. Please feel free to contact us if you have any questions or concerns regarding your participation in Computers in Libraries.

In addition to the exposure and networking benefits of speaking, all speakers receive a complimentary registration for all the conference sessions (Full 3-day conference), not including conference workshops. Your name badge will be waiting for you at the speaker counter in the registration area of the Hyatt Regency Crystal City — you don't have to fill in a registration form, just check in.

See the preliminary program for hotel information and visit our Web Site at www.infotoday.com for program updates.

We will be producing a printed version of the presentations for the conference. We want to include any handouts you would like attendees to have. We are looking for papers (around 6 pages) or a one page summary, a list of URLs discussed, copies of slides to be used (for example, powerpoint 3/page), or basically anything you would like to provide as a handout. We will need these by **FEBRUARY 8, 2008.** As you prepare for your session, and perhaps create slides, keep in mind that our audience is familiar with the basics. Please start your presentation with the key messages as described in your session description. We don't want you to be rushed at the end and miss getting to what the audience really wants to hear. We appreciate your consideration and assistance in managing our audience expectations.

Please see:

1. Speaker Directory/Contact Information Form — Please return so we can list you correctly.
2. AV requirements form — please fill it out and return it.
3. Speaker Agreement and Permission Slip

As we get closer to April, the track organizer and moderator of your session, will be in touch about what room your presentation will be in, how you want to be introduced, and other last minute details. Again, thank you for taking the time to participate in Computers in Libraries 2008. If you have any questions, please feel free to contact us.

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FORMS MAY ALSO BE FOUND ON OUR WEB SITE WWW.INFOTODAY.COM.