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| **Affiliate Meeting Board of Directors Confirmation Template**  ***Distributed by Affiliate to Board Member*** | S:\Organizational Identity\Academy Logos\Academy Logos\jpg\Academy-of-Nutrition-and-DieteticsK.jpg |

Dear <name>,

**Thank you** for agreeing to speak at the <INSERT MEETING NAME> at the <INSERT VENUE AND ADDRESS>. Below is pertinent information regarding the event.

**Session**

* ***Day/Time:***    <date/time>
* ***SESSION:***      Academy of Nutrition and Dietetics Update
* ***Meeting Room:*** <insert location>

**Registration**

* <Indicate if complimentary registration is available and for what day. Or specify registration instructions.>

**Hotel:**

* <Indicate hotel confirmation number and dates.> *(The affiliate should assist in making hotel arrangements.)*
* <Indicate hotel address and pertinent details.>

**Travel**

* Mileage/Airfare: Paid with Receipts <indicate any max allotments.>
* Taxi/shuttle & Parking:Paid with Receipts, Maximum <$XX>
* <Include any helpful information about transportation, shuttles, distance to the hotel, etc.>
* <Consider arranging for a volunteer to pick-up the Board member from the airport. If so ensure confirmation of flight, arrival time and airline.>

**Deadlines**

* <indicate any requests from the Board member>
* By <date> <affiliate> will confirm housing dates and confirmation.
* To ensure that <affiliate> makes its room block reimbursement (if listed above) will only be provided when staying at the Host Hotels.
* By <date> - Provide PowerPoint and Handouts.
* By <date> Submit your reimbursement and receipts. <include instructions on where to submit>

**At the Conference**

* Meet your moderator <where> within a full 30 minutes prior to your session.
* <include any helpful information on what you may need from the Board member in advance of the speaking event>
* <Specify the format of the speaking event – screen, microphone, expected attendance, etc.>
* <Provide an agenda for the meeting>
* <Consider arranging for the Board member to meet with students, attend networking opportunities, or engage with your members within his/her availability.)

For questions, please contact <INSERT NAME AND CONTACT INFORMATION>.