

TITLE: Speaker Letter

Date: 10/01/2013

Approval:

Original Approval: 09/18/2013

Colorado HFMA Chapter Board President

Reviewed: Majority Board Approval

Revised:

**Cross-Reference COHFMA.008

Speaker Data Sheet

Purpose: To ensure timely and consistent information is communicated to educational program speakers.



Date

Speaker name
Title
Organization
Address

Dear _____:

Thank you for agreeing to speak at the HFMA Colorado Chapter _____ Conference in _____ CO at _____ Hotel on _____ date at _____ time.

Financial arrangements for your presentation are as follows:

- Waived program registration fee (I will register you for the conference)
- Hotel at _____ with _____ nights allowed per speaker
- Arrival and departure date and time (I will make the reservations)

- Airfare from _____ to _____ Colorado
- Rental car to/from _____ or taxi to _____
- Honorarium of \$ _____

Please note speaker expense guidelines are attached along with the expense report form. Only include the expense report as an attachment if we are paying expenses. It is not required for comp registration speakers.

We will provide a wireless Lavalier microphone, LCD projector, computer, screen, and electrical hook-up for your presentation. Please contact me with any additional AV needs.

Please return your PowerPoint (non-PDF format) presentation to me by _____. All of our presentations are uploaded to our website and are secured by username and password for registered attendees only.

We look forward to your speaking engagement. Please do not hesitate to contact me with any questions you may have. Thank you.

Best Regards,

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