[date]

[name]

[address]

[email]

Dear Dr. [name],

Thank you for agreeing to participate as a symposium speaker at the [year] Annual Conference of the Canadian Society of Clinical Chemists to be held [date] in [venue]. Your presentation is scheduled for [day] [date] at [time] in S1, “Appropriate Laboratory Utilization: navigating back from the Dark Side of the Moon”. Your presentation is entitled “The transition from Comfortably Numb to High Hopes. Why laboratory utilization is under a national spotlight”. To view the entire program of the conference, including the symposia, go to [www.cscc.ca](http://www.cscc.ca) under the News & Events menu.

The general objectives for the symposium in which you are speaking are:

1. A discussion of why laboratory utilization has become a major health care focus
2. A description of approaches to extract, transform and analyze laboratory utilization data
3. An identification of the opportunities and strategies to ensure appropriate laboratory utilization.

Your presentation is scheduled as follows:

* Date:
* Time:
* Location:
* Presentation Title:

**Financial Arrangements:** In accordance with the financial guidelines for the meeting, it is our understanding that your meeting expenses will be covered as follows:

1. Honorarium –

2. Travel

3. Lodging

4. Meals

5. Registration

**Slide Deck:** For accreditation purposes, all speakers must disclose any possible conflict of interest regarding the topic that is being presented. A conflict of interest is defined as any financial interest of the speaker in a company’s products or services discussed in the presentation. This disclosure is not to censor or exclude speakers, but to inform the audience so that they may decide for themselves whether or not a presentation is biased. You are asked to agree on the Speaker Form to include a disclosure slide listing possible conflict of interest at the beginning of your presentation.

**Forms:** **DUE: [date]**

These forms are enclosed for your completion, to be returned to the Conference Office **by [date],** so that we may apply for accreditation for the conference. Please forward the following by the due date:

* Completed Speaker Information Form [url]
* Biographical information and a head & shoulders photo

Please note that the finer details of your session i.e. precise room name, moderator, etc. will be shared closer to the date.

**Audio-visual Arrangements:**

The Conference will provide a laptop and LCD projector for your presentation. The general AV set up will be two table microphones, a podium with a microphone, laptop computer loaded with the presentations, LCD projector and screen. You are expected to go to the AV technician at least 30 minutes before the beginning of your symposium with your presentation slides.

We would like to assist in making your presentation go as smoothly as possible. If you have any questions or concerns, please contact me.

Sincerely,

[Organizer]

[position]

Cc: