TO: Individual(s) Who Proposed a Presentation that MACPAC Accepted
CC: Other Subcommittee Member(s)
Subject: MOBIUS Conference Presentation: "[presentation title]"

[First Name] and [First Name]:

Congratulations!

We are pleased to inform you that the MOBIUS Annual Conference Planning Advisory Committee has accepted your proposal for a presentation at the MOBIUS Annual Conference on Wednesday, June 3, 2009. You have been given a 45-[or 60-] minute time slot for your presentation.

Please respond by 5:00 p.m., Friday, December 19, 2008, to confirm that you are still interested in making this presentation.

We have included the information you submitted in your proposal under the signature field below. Please edit the abstract to shorten it to the guideline of 125 – 175 words. Please send the revised abstract to [name of subcommittee member] at [email address of subcommittee member] **by 5:00 p.m., Friday, January 30, 2009.** By that date, please also send any other changes as to how the rest of your presentation information should appear in the conference program.

Dates of note:

- December 19: By 5:00 p.m., please send confirmation that you will be presenting on June 3rd.
- January 30: By 5:00 p.m., please send any changes to the presentation title, its abstract, or presenter name, title, and institution.
- February: We'll email you when the conference program is online.
- March: We'll send information to you about the technology that will be available in each presentation room.
- April: We'll email you tips to help you prepare for your presentation.
- May: We'll let you know the number of persons registered for your session and the name of your room host who will introduce you and distribute and collect evaluation forms.
- May: We'll email you a request to send any presentation documents (PowerPoint and/or handouts) to MCO for posting on the MCO website.
- June 2-4, 2009: MOBIUS Annual Conference. The general session and presentations are on June 3.

Please contact either one of us if you have any questions.

Mary Batterson
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Kelly Mitchell
Paul & Helen Schnare Library
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Proposal:

Presenter Name(s), Title(s), and Institution(s):

[Full Name]
[Title]
[Institution]

[Full Name]
[Title]
[Institution]

Presentation title: [title]

Abstract: (125-175 words maximum): [abstract]