

*Insert date*

*Insert name*

*Insert address and contact information*

Dear :

On behalf of the Midwest Archives Conference Program Committee, we are very pleased that you have accepted our invitation to be the Plenary Speaker at our 20\_\_\_ Annual Meeting, to be held April at the *[insert hotel, city/state]*. The program committee is delighted you have agreed to speak and believes that the membership will enjoy hearing from you. This letter will confirm the terms of your engagement as Plenary Speaker.

You have agreed to present a Plenary Speech tentatively entitled “ .” At present, your Plenary Speech is scheduled for Thursday, April at p.m.

The Midwest Archives Conference is pleased to provide you with the following payments for your services as Plenary Speaker:

Honorarium: $

Transportation: Round trip coach airfare from to , total costs not to exceed $

Ground Transportation: Actual costs incurred (the Midwest Archives Conference does not

reimburse for automobile rentals without prior approval)

Lodging: One night’s stay at the *[name of conference hotel]*

Per Diem: $ for meals and incidentals

Following the conclusion of the meeting, the Midwest Archives Conference will pay your honorarium and reimburse you for actual out of pocket costs and expenses supported by documentation.

If these terms are acceptable, please sign one copy of this letter and return it to me and retain a second copy for your records.

We very much look forward to your speech!

Sincerely,

*Print president’s name here*

President

Midwest Archives Conference

*Insert address and contact information*

Agreed and accepted:

*Print speaker’s name here*

Date