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BLACKS IN GOVERNMENT
2005 Annual National Training Conference
Workshop Committee

May 29, 2005

Dr. Catherine Fisher Collins
355 Starin Ave
Buffalo, NY 14216

19th 45
3pm - Monday -
3pm - wed -
3pm - Thursday -

Dear Dr. Collins

Congratulations, the following workshop, *Sources of Stress and Relief for African Americans*, has been selected for this year's Blacks In Government (BIG) 2005 National Training Conference (NTC) on August 1-5, 2005 at the Orange County Convention Center, 9800 International Drive, Orlando, Florida.

The following information should help prepare for the conference:

1. All presenters will check in room W309:
 - a. Sunday, July 31 3:00 PM – 5:00 PM
 - b. Monday – Thursday, August 1-4 7:00 AM – 5:00 PM
 - c. Friday, August 5 7:00 AM – 10:00 AM
2. Scheduling will be accomplished by June 15, 2005. You will receive an email with your scheduled time.
3. BIG will provide standard audio/visual (A/V) equipment: podium with microphone, overhead transparency projector and easel with flip chart. Any additional AV requirements/cost will be the responsibility of the presenter.
4. Book selling and signing will take place in W308D after your presentation or at a prior scheduled time. Please let me know if you would like to schedule any additional time.

If you are no longer able to present, please send an email message to vmckethan2224@charter.net. Again, thank you for your support of this year's conference. If you have any questions, call Ms. McKethan at 334-312-1275. Thank you for your support of the endeavors of BIG. We look forward to seeing you in Orlando.

Sincerely,

Vera McKethan

Vera McKethan, Chair
2005 NTC Workshops Committee

Bobbie Morrow, Co-Chair
2005 NTC Workshops Committee