

Golden Gate Society of Enrolled Agents, Inc.

P.O. Box 6272 • San Mateo, CA 94403

www.ggsea.org



Speaker Name (first / last)

Date

Address

City State Zip

Buttons, Date Label & Instructions Do Not Print
(displayed onscreen only)

All fields can accept user-entered information.

Dear

The Golden Gate Society of Enrolled Agents, Inc. is pleased that you have accepted our invitation to be the Speaker/Moderator for our continuing professional education program at our Society meeting on . Please join us for a social gathering at **6:00 pm**, followed by dinner at . (click box for dropdown calendar)

Your presentation is scheduled to being at

Your Presentation Title:

The meeting will be held at the

We have allotted approximately for your presentation, including time for appropriate questions and answers during or at the end of your prepared material.

Please bring copies of your outline/syllabus to hand out to our members *(a reimbursable expense with receipt)*, **OR** provide us with a PDF file & we will make copies for this purpose. Send the file to

We will pay you a speaker's honorarium of , and will reimburse expenses submitted with receipt including syllabus reproduction costs, the lesser of coach roundtrip airfare or per mile ground travel, tips, food, and one night's lodging.

A podium and a hands-free microphone will be provided for your use, and a projector & screen can also be optionally provided. Please let me know if you need the projector/screen, any additional equipment, or have any questions.

Sincerely,

, EA

Golden Gate Society of Enrolled Agents, Inc.

GGSEA Distribution:

- President
- Treasurer
- Education Chair
- Continuing Education Coordinator
- Technology Chair
- Other (Specify)



Golden Gate Society
of Enrolled Agents, Inc.
is a professional organization
in California affiliated with



California Society of Enrolled Agents

and



National Association of Enrolled Agents