SPEAKERS REMINDER

|  |  |
| --- | --- |
| WI | <insert WI> |
| Contact Name | <insert Contact Name> |
| Address | <insert Address> |
| Postcode | <insert Postcode> |
| Tel No | <insert Tel No> |
| Email | <insert Email> |

<insert Date>

Dear <insert Speaker>

This is to remind you that we are very much looking forward to your visit on <insert Date> to give your Presentation/Talk on <insert Subject>.

The meeting is held at <insert Venue and Postcode> at <insert Meeting Time> and the approximate time for the start of your Presentation/Talk will be <insert Time>. We usually allow <insert Length of time> minutes for our speakers.

You may like to know that the approximate size of the audience should be <insert Number>.

We note that your fee will be <insert Fee> plus travelling expenses.

How to get here by road: <insert Road>

The nearest car park is: <insert Car park>

The bus/train arriving at <insert Stop> stop/station at <insert Time> will be met.

Yours sincerely

<insert Name>

<insert Position>