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Sent: Thursday, August 07, 2014 9:38 AM
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Cc: Eric Way (eway.awwa@gmail.com);Dave Timm;Bonniifer Ballard (bballard.awwa@gmail.com)
Subject: Michigan Section AWWA annual conference - Important information
Attachments: 2014 Schedule of Technical Events CECs-draft5.pdf; 2014 Speaker Letter 2.docx; Release form.doc; Speaker bio form.doc

Importance: High

Speakers:

Thank you for agreeing to speak at our annual conference in September. There are some of deadlines coming up and some things that you need to verify and check for us.

1. Program Schedule

I have attached the program schedule. I apologize in advance for any errors. Please review this carefully and let me know if there are any changes needed to your presentation title or how your name is listed (spelling, PE, or other designations) by **August 10, 2014**. Please especially pay attention to those of you who have co-presenters. We will be printing the final program in the next couple of weeks so this is really important and your last chance.

2. Uploading Presentation

Directions for uploading your presentation are provided in the attached letter. Please upload no later than August 29, 2014.

3. Conference Registration/Lodging/Meals/Golf

Please also note upcoming deadlines for conference registration, lodging and meals. We hope you will attend the conference but even if you are not staying, please note that you will need to register for meals. Links are provided in attached letter.

4. Biography and Release Forms

I have not received biography or release forms from some of you. If you have not sent these in yet please do so right away. They are attached for your use. Thank you to all of you who have submitted them already.

In summary, the important deadlines are:

August 10 – Provide any changes to your program listing to me as well as biography and release forms if not submitted previously

August 11 – Room reservation needed for discount rate at Little River Casino Resort

August 22 – Golf registration due

August 29 – conference, meal registration at discount rate

September 9 -12 – Conference!

Thank you again for donating your time and talent. If you have any questions, please contact me.

Barbara E. Marczak, P.E.

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