**Body of Email after Faculty Accepted Invitation to Present:**

Dear PCNA Fall Symposium Faculty,

Thank you for your participation in this year's Northern California Fall Symposium event, scheduled on **Date\*\*** at the **Location\*\*\***. I have attached two documents: **Speaker Bio and Disclosure** form for your completion. Please complete and return to me as soon as possible.

I will be sending a follow up email this week with the agenda and timing of events. At which time I will send an additional form with request for learning objectives and summary of topic(s) to be presented.

Thank you and please let me know if you have any questions or concerns. I look forward to working with all of you.

Regards,

Lindsay Thomas

C: 650-485-9981