

Date \*\*\*

Dear Future Faculty,

On behalf of the **Preventative Cardiovascular Nurses Association (PCNA),** it is my privilege to formally invite you to participate as faculty for the 2019 Northern California PCNA Fall Symposium. The event will be held at Location\*\*\* on Date\*\*\*.

Please **respond by Date\*\*\*** to confirm or deny your invitation to participate as faculty for this event. In your response please provide updated information on your name, degree, medical institution, and expertise consistent with how you wish to be presented.

After agreeing to be a faculty member, you will receive additional email messages over the next 1-2 months regarding your assignment details and specific roles and responsibilities. I will also send you documents to complete related to your role that may include but is not limited to: faculty biography, disclosure statement, and continuing education goals and objectives. To facilitate the program process, it is important to provide completed information at your earliest convenience.

I look forward to your response and working with you in the future.

Best Regards,

Lindsay Thomas, MS, RN, CNS

Chair: Northern California PCNA Chapter

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