Hello ACUARP Region­ \_ Meeting Presenter:

First a sincere thank you for sharing your time and expertise with our attendees and helping make this ACUARP Region \_ meeting possible.

A few items for the sessions:

1. **Meeting Agenda** – attached is the Region \_ agenda. We ask that you arrive 10-20 min. prior to the scheduled start of your session.
2. **Meeting location** – the meeting will be held at \_, directions and parking instructions are also attached. Please be ready to provide identification if needed to access the facility.
3. **Technology Needs** – What tools do you need for your presentation. Will you bring your own laptop, thumb drive, handouts?
4. **Attending Other Sessions** – You are welcome and invited to sit-in on other sessions throughout the meeting. Please let me know.
5. **Session Materials** – Please provide your session materials/slide deck by \_
6. **Questions** - please reach out if you have any questions.