**Speaker Confirmation Email Template**

Dear Dr. <Last Name>:

Thank you for agreeing to present a continuing education course for the <Society> (<society acronym>). This email serves as a confirmation that you will speak on the topic of: “<Program Title>.” The course will be held from <start time> to <end time> on <Date> at the <Location> in <City>, PA.

You will receive a <$Amount> honorarium and <society acronym> will reimburse your expenses related to the CE course. Please review the following reimbursement guidelines:

1. <society acronym> will pay for round-trip transportation from hometown to hometown by the most direct route. The mileage allowance is 53.5 cents per mile (*this is the 2017 IRS rate*) or <society acronym> will reimburse the cost of a rental car. The <society acronym> will not pay for speeding or parking tickets. (*If applicable…)* Airfare will be reimbursed at the coach rate if the ticket is purchased at least 21 days in advance of the speaking date. The closest airport is the <airport>.
2. Overnight accommodations will be reimbursed. An itemized hotel statement is required.
3. Meals are reimbursable; restaurant receipt is required.
4. The miscellaneous category can be used for unusual expenses that cannot be otherwise classified. All entries must be accompanied by a receipt.

<Society acronym> policy requires that any dentist or hygienist who presents educational or scientific information in a seminar or other program disclose to participants any monetary or other special interest the presenter may have with a company whose products are promoted or endorsed in the presentation. The policy requires the disclosure to be made during the presentation itself. If you have a special interest as described above, please notify me immediately.

I have attached a form requesting additional details regarding your presentation, such as travel arrangements and audio visual requirements. Please complete this form and return it to me in the envelope provided, no later than <Due Date>. I am available to assist you with the duplication of handout materials. Please forward the information to me three weeks prior to the program.

Again, thank you for your assistance with our upcoming program. If you have any questions, please contact me at <contact phone and email>.

Sincerely,

<full name>, <degree>

<your volunteer role>, <Society>