Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I have agreed to organize a (Symposia/instructional course) on *\_\_\_\_(topic)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* during the American Orthotic and Prosthetic Association (AOPA) hosted world congress to take place in Las Vegas, NV, USA September 6-9, 2017.

As one of the premier experts on the topic of \_*\_\_\_\_(topic)\_\_\_\_\_\_\_\_\_\_*I would be honored to include you as a panelist on this program. I would be most interested for you to cover \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ during your presentation.

90 minutes has been allotted for this (Symposia/instructional course) which includes time for a Q&A session. Please plan \_\_\_\_ minutes for your presentation.

The 2017 AOPA hosted World Congress will be held in conjunction with AOPA’s 100th Anniversary Celebration which will make this meeting even more extraordinary.

As a presenter, you will receive a full conference registration to the AOPA Hosted world congress. If you are interested in presenting, please send me a brief bio (3-5 sentences) and a photo. The bio will be used for your introduction as well as included in marketing materials for the program.

Should you have any questions, please do not hesitate to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I look forward to your positive reply.

Sincerely,