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STATE BOARD OF WORKERS' COMPENSATION

270 Peachtree Street, N.W.
Atlanta, Georgia 30303-1299

INFORMATION
(404) 656-3875

June 23, 2016

Dear Annual Conference Speaker/Panel Member:

Please accept our sincere appreciation for your agreement to participate in our 2016 Annual Educational Conference at the Hyatt Regency Atlanta Hotel – August 29-31, 2016.

In order to meet continuing education application deadlines, we ask the following:

BY FRIDAY, JULY 1, 2016 – BIO & PRESENTATION FORMS DEADLINE

Type and return the attached Biographical Data Form and Presentation Form (attached to the email). These forms **are required** for continuing education accreditation credit applications and should only take a few minutes to complete. It is **very imperative that this form is submitted in a timely manner**. **IF YOU ARE MODERATING YOU DO NOT NEED TO COMPLETE THE FORMS**. Please complete the form and return them by regular mail, fax (404) 657-1767, or email (williamsh@sbwc.ga.gov).

BY FRIDAY, JULY 15, 2016 – HANDOUTS DEADLINE

This year we are accepting **all** handouts via email. Any handouts should be e-mailed as a Word, PDF or Power Point document attachment by **Friday, July 15, 2016**. As in the past years, we are putting all handouts on a CD that will be included in the attendee packets. You may prefer to bring your own paper copies (100 - 250 copied are needed for each session). We will have staff members on hand to assist in distributing the copies.

Upon your arrival, please check in at the speaker registration desk (two floors down from the hotel lobby) for your conference packet and nametag. If you any have further questions, please call me at (404) 656-5656 or email me to williamsh@sbwc.ga.gov.

Again, thank you for your valuable contribution to such an important educational conference!

Sincerely yours,

Hilary Williams
Conference/Training & Dev. Manager