

Words in **BLUE** indicate places where information will change.

*Put Convention Name
and LOGO here*

Words in **GREEN** indicate places where information might be different for individual speakers.

Date

Dear Speaker Name:

We are very excited you have agreed to be our (Friday Al-Anon/Friday Alateen/Saturday Spanish Keynote/ A.A. ./Saturday Keynote/Sunday Spiritual) Speaker on at the 22nd Annual AFG Florida South, Area 10, Convention, with A.A. participation, August 26-28, 2011, at the Hilton Fort Lauderdale Airport located at 1870 Griffin Road, Fort Lauderdale, FL 33004.

When your flight arrives in Fort Lauderdale/Miami/West Palm Beach, you will be picked up at the airport. The Executive Committee would like to extend an invitation for you to join us on Friday evening for dinner. Please let me know if you are interested and if you have any dietary concerns. They will be dining at Restaurant Name located near the hotel.

Registration opens on Friday at 3:00 pm. Workshops are scheduled from Friday afternoon – Sunday morning. There will also be four (4) General Sessions, and there will be reserved seating up front for you to sit! There will also be a Spanish Keynote Speaker, an Entertainment Skit, Ice Cream Social, and Dance that you may want to partake in while you are visiting.

The Convention's Opening Ceremony will begin at 8:00 pm on Friday. There will be a short introduction of the Convention Committee. Then there will be an Alateen speaker followed by an Al-Anon speaker. After the speakers, there will be an Ice Cream Social.

On Saturday, there is a Spanish Keynote Speaker, wherein translation equipment will be available in the event you would like to attend. There will also be an Entertainment Skit in a Workshop environment. There will be a General Session in the afternoon for the A.A. speaker. At 6:00 pm, the doors will open for the Banquet, which will be followed by the General Session at 8:00 pm for our Al-Anon Keynote speaker. A Raffle and Dance will follow this session.

On Sunday morning, our Closing General Session will begin at 10:00 am with our Al-Anon Spiritual Speaker.

I am enclosing our "What is a Convention?" brochure for you to get more information about our convention in Florida South. I am also enclosing a copy of the Registration Form that we completed together on the phone. I have forwarded it to the Treasurer as indicated on the form. Please note that your hotel room, registration, ice cream social, and banquet dinner are complimentary. A food allowance of \$75-100 will be allotted to you for Friday dinner, Saturday breakfast and lunch, and Sunday breakfast and lunch. Receipts for your travel expenses, such as airline tickets, baggage, and airport parking are needed for reimbursement. A receipt is not required for gas or toll expenses.

If you plan to bring a spouse or guest, please let me know so that I can send them a Registration Form. It will be up to them to return the completed form with a check payable to AFG Florida South Convention.

It will be a busy weekend full of fun and fellowship. I am looking forward to meeting you and sharing in Al-Anon's Convention – "(put convention name here.)"

Love in Service,

Your Name
Speaker/Advisor, Executive Committee
AFG Florida South Convention
Your Phone #
Your Email Address

Add Sentences for Alateen:

Please complete and return the Medical/Travel Release Forms and Behavior Guidelines that are enclosed. A Notary will be on site, if needed.

Below is the statement that will be inserted in the section where they will be speaking.

**This is where you will be sharing
your story with us.**