



# CALIFORNIA LAW ENFORCEMENT ASSOCIATION OF RECORDS SUPERVISORS, INC.

CLEARs 2012 Training and Technology Seminar, Region III  
Hosted by Southern, Inland, and Border Chapters



May 8, 2012

Tim Owens  
2629 Manhattan Avenue, 293  
Hermosa Beach, California 90254

Dear Tim,

**Cathy Osgan  
DIRECTOR**

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**Beverly Felt  
Jennifer Kelly  
HOSPITALITY**

**Marie Sy  
Vivian Olivas  
REGISTRATION**

**Roz Vinson  
VENDORS**

On behalf of the California Law Enforcement Association of Records Supervisors, Inc. (CLEARs) and the Seminar Committee, we thank you for agreeing to speak at the 2012 39<sup>th</sup> Annual Training and Technology Seminar, scheduled for September 17-21<sup>st</sup> in Anaheim California. I am writing to confirm your speaking engagement as one of the speakers in the Conference Seminar as well as the following:

**Your Topic:** "Microsoft Office: Tips, Tricks and Shortcuts"  
**Presentation Date:** Tuesday September 18th, 2012  
**Presentation Times:** 1:00-2:45 and 3:00-4:45

If you have handouts please be prepared for approximately (?200?) attendees.

Please note any specific audio video needs that you would like us to supply:

- (1) Microphone (lapel clip (style)
- (2) speaker system
- (3) Overhead projector
- (4) Large screen to show presentation from the overhead projector
- (5) Fast Internet connection.

Follow up letters will be emailed out approximately 30 days prior with directions and parking information.

If my understanding of the above is correct, please sign a copy of this letter and return it to me via email along with a brief biography and photograph for our agenda by June 1<sup>st</sup>. If at any time you have any questions, please contact me by phone at 951-461-6373, or by email at [tburmeister@murrieta.org](mailto:tburmeister@murrieta.org). I look forward to meeting you.

Please issue me an invoice 45 days prior to the event.

Sincerely,

Terri Burmeister, Training Chairman

The understandings concerning my appearance at the CLEARs Seminar in Anaheim California are correct:

*Timothy V Owens*

Signature

