

Dear Mr. Owens,

On behalf of CPRS, I would like to thank you for agreeing to speak at this year's **CPRS Region 5 Mini Conference**. We are delighted to have you share your knowledge with our parks and recreation professionals as we continue to provide California communities with quality recreation programs, facilities, and services. This letter is to confirm the details of your presentation, as follows:

Presenters:	Tim Owens
Presentation Date:	Tuesday, February 1, 2011
Session Start Time:	11:10am-12:00pm
Length of Session:	50 minutes
Conference Location:	The Centre at Sycamore Plaza (Maps are Attached) 5000 Clark Avenue Lakewood, CA 90712
Check-in Location:	Oak Room
Session Location:	Council Chambers
Presentation Title:	"Microsoft Word, Excel, Outlook Tips Tricks and Shortcuts"
Presentation Needs:	Overhead projector/screen/microphone/adaptor to connect laptop to projector

Please schedule to arrive at least 30 minutes prior to your scheduled presentation. A continental breakfast will be served at 8:00am with lunch being served at 12:00pm.

Please confirm the accuracy of the information above by contacting Allison Lewis at alewis@yorba-linda.org. If you should have any questions, or would like to discuss your presentation further, please do not hesitate to contact Allison Lewis or Julie Roman at JRoman@ci.stanton.ca.us.