



March XX, 2007

Dear [Speaker]:

As the Host State for this year's NCSFA Conference, we want to thank you for accepting our invitation to speak at our conference. Being the first time this conference will be held in Pennsylvania, we are excited to host it, and we know that you will be an integral part of making this conference a success. Please accept this as your confirmation letter as a speaker for the 2007 conference. The conference dates are September 10-14, 2007 and all educational programs will be held at the Hershey Lodge & Convention Center in Hershey, Pennsylvania.

You are scheduled to speak at the following session:

Date:

Time:

This Speaker Confirmation Packet contains general conference information and specific forms to be signed and returned by the noted deadlines. As a courtesy to speakers attending the NCSFA Conference we've waived your conference registration fee. All forms and questions should be directed to me at jbsharp@state.pa.us – 717-787-3162. Del Border is part of our PA Host Team, and as Committee Chair for the Speakers and Moderators, he will be the coordinating all of the details.

Below is the schedule to remind speakers of the information required prior to their presentation at this year's NCSFA conference. Please take the time to review this schedule and direct any questions you may have to Josie Sharp 717-787-3162 – jbsharp@state.pa.us

Due Date	Form
Tuesday, May 1, 2007	Signed Agreement form
Tuesday, May 1, 2007	Biographical Information
Tuesday, May 1, 2007	Photo & form
Tuesday, May 1, 2007	Topic byline
Wednesday, August 1, 2007	List/copy of handouts & authorization
Wednesday, August 1, 2007	Copy of your presentation & authorization
Wednesday, August 1, 2007	Audio visual requirements & authorization
Wednesday, August 1, 2007	Website presentation authorization

Thank you for your willingness to participate in NCSFA's 2007 conference; we look forward to seeing you in Hershey, Pennsylvania.

Very truly yours,

Josie B. Sharp

Del Border

Josie B. Sharp, CAFM
NCSFA 2007 Conference Host

Del Border
NCSFA Committee Chair

What is NCSFA?

The National Conference of State Fleet Administrators (NCSFA) is a non-profit organization with approximately 200 dedicated fleet professional members. The goal of NCSFA is to improve the overall effectiveness and efficiency of its members through education and ongoing peer-to-peer networking opportunities. Our professional organization serves the needs of members who manage fleets of automobiles, SUVs, trucks and vans, and a wide range of specialized mobile equipment. NCSFA provides its members a range of products and services, including member surveys, web site, sharing of statistical information, benchmarking, best management practices, quarterly newsletter publications, fleet professional recognition award program, annual conference and trade show and much more.

Who are NCSFA's Members?

The organization was founded in 1987 to promote communication, fleet management education, and individual growth among fleet professionals involved with the management of state, transportation and university fleet programs. By nature of their positions in state governments, our members are the primary decision makers in their respective organizations on matters of fleet and fuel management. Our focus has been to concentrate on building both the professional and management skills of our members. Learning from our corporate members as to how their products and services can support our fleet initiatives and programs is an important aspect that can help to make fleets more effective and efficient.

NCSFA's members are managers who are responsible for their organization's budget accountability, specification, acquisition, leasing, repair, maintenance, and vehicle disposal. Though our group may be considered small by comparison to other professional management organizations, our presence is recognized in the fleet community. On average, each state purchases about \$21 million in fleet and fleet-related products annually for a combined annual purchasing power of about \$1 billion in new vehicle purchases. When we include fuel, parts and commercial services, the annual purchases rise to between \$2 and \$2.5 billion. Collectively, the combined states own fleet assets in excess of \$14 billion and circulate over one million fuel credit cards.

NCSFA is also supported by more than 350 fleet professionals from the corporate community. NCSFA corporate members represent companies who offer a full array of fleet products and/or services, such as vehicles, aftermarket equipment, management consultation, software, service repair networks, and fuel management systems, etc., used by our members.

For more information about NCSFA and its services please call NCSFA Headquarters, check our web site at www.ncsfa.net or send an email to info@ncsfa.net

National Conference of State Fleet Administrators (NCSFA)

Headquarters

16051 Comprint Circle
Gaithersburg, MD 20877
301-519-0535 phone
301-519-0536 fax
info@ncsfa.net

NCSFA SPEAKER AGREEMENT

Please sign and return this page by May 1, 2007 to 717-787-0276 (fax) or jbssharp@state.pa.us

Speaker Information

Name:

Title:

Company:

Company website:

Mailing Address:

Work Phone #:

Work Fax #:

Cell Phone #:

Email:

Dress Code

Speakers are expected to wear business attire.

Speaker Promotion

NCSFA will promote all speakers in our conference brochure, quarterly newsletter, and final program for the conference. Speakers should not promote their companies either in their presentations or in their handouts. Company logos are acceptable.

Gifts

Speaker should not distribute any gift or trinket of value that promotes or is associated with the speaker's business during the presentation segment.

Handouts

NCSFA requires that all speakers provide a handout for their member binder by the deadline set forth in this packet, even if it is a copy of your visual presentation (*Exception: Keynote speaker handouts are optional*). NCSFA will copy and place each speaker presentation in the member binder prior to the conference to be distributed to members upon registration. This is an excellent marketing tool for speakers.

On-site at the NCSFA Conference

Upon arrival, speaker should pick up a registration packet at the registration/support desk.

Presentation Policy

You warrant that your presentation is original with you and that you have the full power to make this Agreement; that the presentation will include no matter which is libelous, slanderous or otherwise unlawful or which invades the individual privacy or infringes any copyright or other proprietary right; and you agree to indemnify and hold NCSFA harmless against any claim or judgment to the contrary. Should the presentation include any copyrighted materials of others, you will obtain permission from the copyright proprietor in advance of the presentation. NCSFA does not condone any personal sales efforts, profanity, sexual innuendoes, ethnic references, and disparaging remarks about competitors, any group of persons, or any other comments which could disrupt the learning environment which NCSFA provides for its members.

I have read and agree to all terms and information provided to me regarding the NCSFA Conference to be held September 10-14, 2007 in Hershey, PA.

X _____
Speaker Signature and date

Please return this page by May 1, 2007 to 717-787-0276(fax) or email to jbsharp@state.pa.us

Emergency Contact Information

In event of an emergency on site during the event please provide us with personal contact information. Please provide contact information for someone that we can reach after your company's regular business hours in case of an emergency.

Personal Contact Name:

Relationship:

Phone:

Cell Phone:

Biographical Information

NCSFA includes brief speaker profiles in the conference programs and for the session moderator to introduce each speaker. Please share with us your history (100-250 words.) This biography (BIO) should help attendees understand the expertise you bring to your session. Information might include previous employment, education and training and professional or personal experiences from which you have gained knowledge of your topic.

Speaker Photo

Please supply us with a B&W photograph, head shot preferably that will be used for the conference program, our website and in the final program.

My photograph will be:

- Digital Photo: 300 ppi resolution, ____jpg or ____tif
- Hard Copy - mailed to Josie Sharp, Commonwealth of Pennsylvania, 2221 Forster Street, Harrisburg, PA 17125
- Other_____

Please return this page by August 1, 2007 to 717-787-0276 (fax) or email to jbsharp@state.pa.us

Session Name:

Date:

_____ I will not require audiovisual equipment for this presentation.

LAPTOP

_____ I will use a PowerPoint presentation from my own laptop computer. The maximum resolution of my video adapter for external display is:

_____ SVGA (800x600) ___ XGA (1024x768) ___ Unknown

_____ IBM-Based Laptop ___ MAC/Apple-Based Laptop

_____ I will use a PowerPoint presentation but need NCSFA to provide a computer on site.

AUDIO

_____ My computer presentation will have audio

_____ My computer presentation will have no audio

_____ I will use a non-PowerPoint medium for part or all of my presentation and need the following audio/visual equipment: (Please List):

X _____
Speaker Signature for above presentation.

PRESENTATION HANDOUTS

NCSFA requests that all speakers provide a handout to be included in NCSFA's member binder distributed at the time of registration. Please send a master copy of your handout by August 1, 2007. (Electronic format in MS Word or Adobe PDF preferred). NCSFA will copy and place speaker educational handouts in the member binders prior to the conference.

NCSFA speakers can email their presentation master copies to Josie Sharp at jbsharp@state.pa.us.

X _____
Speaker Signature for above presentation.

Website Handout Authorization

_____ I hereby give the National Conference of State Fleet Administrators (NCSFA) permission to reproduce handouts for this presentation in its entirety on the Internet at NCSFA's website www.NCSFA.net

_____ My handouts for this presentation may not be placed on the NCSFA website.

X _____
Speaker Signature for above presentation.