

**EMAIL SUBJECT LINE: Service Commitment at the Illinois State AFG Convention**

Dear (INSERT NAME),

On behalf of our **2011 Illinois State AFG Convention Committee** we would like to **thank you** in advance for your willingness to serve at our convention by chairing and leading a breakout meeting.

Our convention theme is "The Harvest of Serenity" and we believe that you will make a big impact on the membership and new comers by sharing your experience, strength and hope at the convention.

Here are a few key details –

**2011 Illinois State AFG Convention**

**October 21-23, 2011**

**Eaglewood Resort & Spa, Itasca, IL**

- Date of Meeting: (DAY OF WEEK & DATE)
- Time of Meeting: (TIME AM / PM)
- Meeting Topic: (FROM SPEAKER SPECIFIC PROGRAM SCHEDULE)
- Meeting Type: Breakout meeting (50 minutes)
- Meeting Room name: (FROM SPEAKER SPECIFIC PROGRAM SCHEDULE)

We respectfully ask that you start and end the meeting promptly and only make use of our Conference Approved Literature (CAL) during your lead which should be 10-20 minutes in length.

Please note that you must be registered for the convention to lead a meeting and pre-registration is a great benefit to the convention. (Not to mention the cost is only \$20.00 if you register prior to Sept 21<sup>st</sup>) If you need a registration form, or would like more information about the event, visit our website. Simply go to [niafg.org](http://niafg.org) and click on the **Harvest tree logo!**

Again, we sincerely appreciate your service and commitment! If you have any questions or concerns, please contact me.

We look forward to seeing you soon!

Signed,

(YOUR NAME)

(YOUR PHONE)

(YOUR EMAIL)