



8 September 2014

Dear Ms. Conway:

On behalf of the National Organization of Gay and Lesbian Scientists and Technical Professionals (NOGLSTP) and Out in Science, Technology, Engineering, and Mathematics (oSTEM), we want to thank you for accepting our invitation to serve as a keynote speaker at the joint 2014 *Out to Innovate*[™] conference and 4th oSTEM National Meeting.

The meeting is being held at the Georgia Institute of Technology's Hotel and Conference Center in Atlanta, GA. Registration, tours, and the speaker dinner will be held on Friday, November 7. Optional tours of the Centers for Disease Control (CDC), World of Coke, and the Georgia Tech campus, will begin at or after 12:00 PM. You are invited to attend the speaker dinner that begins at 7:00 PM. The full conference program begins on Saturday, November 8 and concludes after 2:00 PM Sunday, November 9.

Your keynote address is scheduled for Saturday, November 8 at 1:00 – 1:45 PM EST in the main Ballroom of the Georgia Institute of Technology's Conference Center. Ms. Shelley Diamond will introduce you for approximately five minutes, and then the remainder of the time will be for your address and whatever period of questions you would like to entertain. If you would need any specific audio-visual equipment, please let us know. We will be providing a wireless microphone.

As a speaker you are entitled to full reimbursement for your registration and two nights accommodation at the GA Tech Hotel. Due to the fact that funding to support these expenses is provided through a grant from the National Science Foundation, we must ask that you pay for these expenses up front, following the conference you will be reimbursed by Georgia Tech. Detailed reimbursement instructions will be available at the conference. Registration and hotel accommodations, for speakers only, can be made with the following link:

<http://www.noglstp.net/outtoinnovate/out-to-innovate-2014/registration/reimbursable-registration-and-arrangements>

Room availability is limited, and the rate is below all midtown Atlanta properties, so we encourage you to make your hotel reservation early.

We look forward to seeing you in Atlanta this November. If you have any questions, please don't hesitate to contact us at outtoinnovate-news@noglstp.org

Sincerely,

Christopher J. Bannochie, Ph.D.
Member of the Organizing Committee

CC: Shelley Diamond