[INSERT ORG LOGO HERE]

Dear ,

On behalf of the \_SCA Program Committee, it is my pleasure to inform you that the following proposal has been accepted for the 202\_ \_SCA Conference, to be held MONTH DATE, YEAR at VENUE NAMEin CITY, STATE. Your accepted session information is below.

**Title:**  **FINAL SESSION TITLE GOES HERE** (Title may have changed during the editing process for clarity, style and space considerations. Edits will not affect the content of the presentation. Please use this new title moving forward)

**Co-Presenters (if any):**

**Date:** DAYOFTHEWEEK, MONTH, DAY

**Time:** X:00 - X:00 p.m.

**Please note**: Your session title, description, and learning objectives are subject to editing during the publishing process. To maintain the integrity of the \_SCA Program Committee, at this time \_SCA cannot accept any changes to your session timeslot, session content, nor session presenters for any accepted proposals.

\_SCA will provide a podium microphone, LCD projector, sound connect and screen. Any additional audiovisual equipment that you need for your presentation will be your responsibility.

***Presenters are required to register for the conference***. Please note that there is a special discount for presenters. This discount is valid for to up to four presenters per session. You do have the option of registering for the full conference for only the one day that you present, however, there is no discounted rate for one-day registration. Registration opens in January, and be sure to register by March 1st for the best prices.

Additionally, be sure to book your room right away as we do expect for the conference hotel to sell out. \_SCA has reserved rooms at **HOTEL**, ADDRESS. The HOTEL is the official 202\_ Annual Conference hotel. \_SCA has reserved a block of rooms at a special rate of $XXX/night plus tax and a $XX/night resort fee. When making your hotel reservation, mention \_SCA to get this rate.​ For reservations: Book online . All conference sessions and the exhibit hall will be at VENUE.

Please be sure to notify your co-presenters of your acceptance so that they can reserve their room and register for the conference once registration opens.

***Please be reminded that sessions are not forums to sell or promote products***. If you wish to sell products, please secure a booth in the exhibit area. If you are interested in purchasing an exhibit booth, please contact NAME at EMAIL.

***Please complete and submit the presenter agreement to \_SCA by DATE*** to secure your session slot. **To complete and submit the form, please click on the link[create form, sample agreement form available here]**. If you are no longer able to present, please contact me as soon as possible.

***COVID Considerations:*** We are currently moving forward with planning this in-person event; however, we are continuously monitoring CDC guidelines and recommendations. This acceptance letter is for an in-person conference only. Should we need to switch the conference format to virtual, we may need to adjust the program.

You will receive more information regarding your session throughout the winter and spring. Thank you for your support and interest in school counseling and your participation in this event.

Sincerely,

Contact

\_SCA Title

STATE School Counselor Association