

<<Date>>

<<Contact Name>>

<<Title>>

<<State Association Name>>

<<Address>>

<<City, State, Zip>>

Dear <<Contact Name>>,

Thank you for choosing The Pinnacle Society to join your <<State Association Name>> conference on <<Date of Conference>>. We have always had enormous success bringing Pinnacle to state conferences and trust that you find the same benefits that many other associations have enjoyed.

It is our understanding that The Pinnacle Society's obligations are as follows:

1. We will provide a group of <<number>> people from varying disciplines for a panel discussion in which the audience will pose questions that the panel will answer. <<SAN>> will provide a moderator unless you request one from The Pinnacle Society.
2. The Pinnacle Society will charge no fee for the speakers.

The responsibility of <<State Association Name>> will be as follows:

1. While The Pinnacle Society will attempt to use people in the proximity of the <<SAN>> conference, <<SAN>> will pay the following expenses to each member of Pinnacle:
  - A. Transportation expenses. Each Pinnacle member will make every attempt to obtain the lowest fare possible. Travel could include airfare, train and/or driving expenses.
  - B. Any costs incurred while traveling from the airport or train station to the conference, including fares, taxes and parking.
  - C. One night's stay in the <<hotel>> in <<location>>. <<SAN>> will make the reservations for each Pinnacle member.

D. The cost of meals during the time the Pinnacle member is in route to, or in, <<location>>, including the night before or after the Panel and meals the day of the panel.

2. Should the conference be cancelled for any reason, or should <<SAN>> change their mind about using the Pinnacle speakers, <<SAN>> will reimburse each Pinnacle for any expenses incurred prior to the cancellation. This will include, but not be limited to, any airline or train tickets purchased prior to the cancellation of the conference.
3. Reimbursement to each Pinnacle member participating in the panel will be upon the receipt of documentation reflecting expenses incurred.

We look forward to helping to make your conference a success. If you agree to these conditions, please sign this letter and return to me as soon as possible. Once we receive this signed agreement, we will begin to organize the panel.

Best regards,

Gail Kaplan  
Past President, The Pinnacle Society

I agree to the above terms as put forth by the Pinnacle Society.

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Signature

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Date