



MINNESOTA  
INSTITUTE  
LEGAL  
EDUCATION

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Carol A. Noteboom  
Executive Director

A Nonprofit Organization

August 21, 2000

Donald A. Gemberling  
Director/Attorney at Law  
IPA - Department of Administration  
305A Centennial Office Building  
658 Cedar Street  
Saint Paul, Minnesota 55155-0001

Dear Donald,

Thank you for agreeing to be a faculty member for our *Public Sector Labor/Employment Law* conference. We appreciate your commitment of time and effort for this program.

The enclosed MILE faculty information pamphlet includes helpful guides for preparation. A listing of faculty members and the course schedule is also enclosed. Please review your personal listing on the faculty page for name spelling, title, address and telephone number.

**There are several critical dates which you should bear in mind:**

- |                                       |                             |
|---------------------------------------|-----------------------------|
| 1. Return the MILE Biographical Sheet | ASAP                        |
| 2. Due date for Publication Materials | Tuesday, September 19       |
| 3. Date of the Seminar                | Wednesday, October 11, 1999 |

Several days after the seminar, you will receive an attendance confirmation card as well as any necessary information needed to report your attendance hours and teaching/preparation hours.

Please call any member of our programming staff if you have any questions or concerns. You may reach them at 339-1128.

Sincerely,

Carol A. Noteboom  
Executive Director

CAN/lak

cc: Frank J. Madden, *Course Chair*