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Carol A. Noteboom
Executive Director

A Nonprofit Organization

December 1, 1999

Donald Gemberling
Director/Attorney at Law
Information Policy Analysis Division
State Department of Administration
320 Centennial Office Building
658 Cedar St.
Saint Paul, Minnesota 55155

Dear Don,

Thank you for agreeing to be a faculty member for our *Privacy 2000* conference. We appreciate your commitment of time and effort for this program.

The enclosed faculty packet includes helpful guides for preparation of your presentation and an informational listing of all faculty. Please review your personal listing on the faculty page for name spelling, title, address and telephone number.

As shown on the table of contents of the faculty packet, there are several critical dates which you should bear in mind:

- | | |
|---------------------------------------|-----------------------------|
| 1. Return the MILE Biographical Sheet | ASAP |
| 2. Due date for Publication Materials | Wednesday, January 26, 2000 |
| 3. Date of the Seminar | Thursday, February 24, 2000 |

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 me or Programmer Jim Leighton if you have any questions or concerns. You may reach me at 339-1128 and Jim's direct number is 339-0936.

Sincerely,

Carol A. Noteboom
Executive Director

CAN/jml

cc: Marshall H. Tanick, *Course Chair*