**Houston Area HIV Services Ryan White Planning Council**

**Office of Support**

2223 West Loop South, Suite 240, Houston, Texas 77027

713 572-3724 telephone; 713 572-3740 fax

[www.rwpchouston.org](http://www.rwpchouston.org)

May 26, 2015

«FirstName» «LastName»

«Agency»

«Address»

Dear «FirstName»,

Thank you for agreeing to be a speaker at Project LEAP 2015. This letter provides detailed information which you will need for your presentation.

As you know, Project LEAP is a free 17-week course for individuals infected with and affected by HIV to gain the knowledge and skills they need to help plan HIV prevention and care services in Houston. There are approximately 18 students in the class. We will not be having an evening class this year; student applications were down, especially among consumers interested in the evening class, so you will only need to present to the morning class.

Your presentation is scheduled as follows:

|  |
| --- |
| DATE: **Wednesday, «Date»** |
| TOPIC: **«Topic»** («Time\_Allotted» minutes) |
| TIME: **«AMTIME»**LOCATION: **Ryan White Planning Council Office of Support** 2223 West Loop South, Room 416 Houston, Texas 77027 713 572-3724 Office 832 594-1929 Tori‘s cell |

Your expertise and enthusiasm for the information you are presenting to our Project LEAP students will have an enormous impact on these future decision makers in the HIV field. For generously sharing your time and expertise, the least we can do is to provide you with lunch.

Please fill out the enclosed form about your equipment and dietary needs and return by email to Diane Beck at Diane.Beck@hctx.net or by fax to: 713 572-3740. If you have questions, please contact Diane by email or by telephone at: 713 572-3724. We look forward to your presentation!

With best wishes,

Tori Williams Amber Alvarez

Manager, Office of Support Health Planner, Office of Support