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Subject: Great Lakes Water Conference -- Nov. 3 in Toledo
Attachments: waterconference 2017 brochure.pdf

Dear Speakers & Moderators:

The 17th annual Great Lakes Water Conference on Friday, Nov. 3 at the University of Toledo College of Law is less than 8 weeks away. Here are some important information and details (you can decide which is which) regarding the upcoming conference.

1. Attached is a pdf of the conference brochure, which will give you more information about the schedule and conference generally. As you will note, we have a great line-up of topics and participants. This year's theme is "The Trump and Trudeau Administrations on Water." As usual, we are anticipating upwards of 200 attendees, including representatives from government, non-governmental organizations, business, academia, media and the community as well as practicing lawyers and students. Further information about the conference is available at <http://www.utoledo.edu/law/academics/ligl/conferences.html>.
2. The conference will provide 4.5 hours of continuing legal education, and hence we will need a modest amount of printed materials for the CLE attendees. Please discuss with your moderator or me what you think would be relevant to your topic (e.g., short outline of relevant law or your remarks, key document, copy of your powerpoint slides), and send them to me by **Oct. 23**. Ideally, send them as an email attachment; alternatively, mail hard copies.
3. If you are planning to use powerpoint slides, please send them to me as an email attachment. If you would like copies of your slides included in the written CLE materials, they will need to be here by **Oct. 23**. Otherwise, we ask that you have them to me no later than **Oct. 30** so that they can be loaded onto our auditorium computer for use during the conference.
4. Please submit your resume, CV or short bio to me and your moderator by **Oct. 30**, to aid in your introduction.
5. For those of you who will be in town in time, we are planning a dinner for speakers/moderators on the evening of Thursday, Nov. 2 at a Toledo restaurant, compliments of the College of Law. Please let me know by **Oct. 30** if you will be attending the dinner.
6. There will be a complimentary lunch for the speakers/moderators at the College of Law on the day of the conference.
7. If you plan to stay at a hotel in Toledo Thursday night before the conference, please let me know by **Oct. 23** and we can arrange a complimentary room for you.
8. For those of you who may be flying here, keep in mind that the Detroit airport is only about 50 minutes from the College of Law, and it often offers more flight options and better prices than the Toledo airport roughly 20 minutes away. It is usually advisable to check both alternatives when making reservations.

9. We are prepared to reimburse reasonable transportation expenses (and hotel expenses if you make your own arrangements). Please keep track of your receipts (airfare, rental car, mileage for your own car, hotel if you make your own arrangements, etc.) and submit them to me following the conference.

We are looking forward to an excellent conference, and we thank you very much for taking time to participate in it. If there are any questions, please do not hesitate to contact me. See you in November!

Kenneth Kilbert

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