



<DATE>

<INSERT NAME>

<INSERT COMPANY NAME>

<INSERT ADDRESS>

<CITY>, <STATE> <ZIP>

Dear <INSERT NAME>,

Thank you for accepting IAIP's invitation to participate as a judge in our Communicate with Confidence (CWC) Speak-off. You will find this to be an exciting experience, as each year the participants raise the bar for future competitions.

Communicate with Confidence is a public speaking course created and sponsored by IAIP. It is designed to develop and enhance the communications skills of the participants, with main focus on public speaking. It is considered IAIP's most prestigious and popular development program.

We have planned a special breakfast on <INSERT DATE>, for you to review your seating arrangements and to receive your judging packets and instructions. Please arrive by <INSERT TIME>, as we will serve breakfast at <INSERT TIME>. <INSERT PRESIDENT-ELECT NAME> will meet you in the <INSERT LOCATION> to escort you to the breakfast.

The Speak-off will be held later that morning from approximately <INSERT TIMES>. There are nine contestants from all over the United States. Each contestant is required to deliver a three-minute prepared speech on one of the following topics: claims, current property and casualty issues, current life and health issues, education, networking or legislation. In addition to the prepared speech, each contestant will give a one-minute impromptu speech, which may be a word or phrase, assigned to them from the podium. There will be an official timekeeper who will announce the actual time of the prepared and impromptu speeches. Please refer to the rules for over-time and under-time penalties.

In appreciation of your participation, you are cordially invited to attend the Awards Luncheon on <INSERT DATE>, from <INSERT TIME> in the <INSERT LOCATION> on the <INSERT LOCATION>, where the Speak-off winner will be announced.

A copy of the official rules for this year's Speak-off, a sample of the official scoring sheet, and clarifications for judging are attached. Please read the material carefully prior to the

Speak-off to familiarize yourself with the contestant procedures. We will provide you with the necessary materials for the Speak-off on site.

Please call <INSERT NAME> at <INSERT PHONE NUMBER> or email her at <INSERT EMAIL ADDRESS> to RSVP by <INSERT DATE> for the breakfast.

We also ask that you please email a brief bio on yourself to <INSERT CONTACT NAME> before <INSERT DEADLINE>.

On behalf of the officers and board of directors, please accept my gratitude for agreeing to participate in the <INSERT YEAR> CWC Speak-off.

Sincerely,

<INSERT NAME>
<INSERT TITLE>, IAIP