



THE NEW HAVEN MAYOR'S TASK FORCE ON AIDS

540 Ella Grasso Boulevard, New Haven, Connecticut 06519

Telephone: (Area Code 203) 787-8708

Alvin Novick, *Chairman*

Sher Horosko, *Coordinator*

June 1, 1990

Curtis Wadlington
Deputy Director, Program Operations
BEBASHI
1528 Walnut Street, Suite 1414
Philadelphia, PA 19102

Dear Curtis:

We are pleased that you will be joining us as a presenter at our June training for AIDS educators. A brochure is enclosed which outlines the 2-day program. Your workshop is titled "The Teen Connection: How to Work With Adolescents". It is scheduled for Friday, June 29th from 10:15 to 11:45 a.m. and again from 2:45 to 4:00 p.m.

We expect that 50 to 60 AIDS educators and outreach workers from around Connecticut will attend the conference. They are a diverse group of people with different levels of experience and training. Some are new to AIDS education work; others have been working in the profession for several years.

The workshops offered at the conference reflect topics and issues requested by the audience. You will note that many of the workshops are being offered twice. We aim to limit attendance to 15 people per session.

The conference will be held at the University of New Haven. Directions from the Connecticut Turnpike (Route 95) are described on the back of the brochure for people traveling by car within Connecticut or from New York. We will provide transportation from the train station in New Haven to the conference site, and back, for speakers traveling by train.

You will receive an honorarium of \$100. plus hotel costs for one night and travel expenses. I will need receipts for your travel fare to expedite the reimbursement process. In addition we must have an invoice from you in order to initiate payment of the honorarium. A form is enclosed for this purpose. Please copy the form on to your stationary and return it to me with the requested information. All payments - honorarium and travel - will be made approximately one month after the conference since the sponsor will only pay for services rendered and we must process bills through the City system.

Please complete the enclosed "Speaker Information form" which we will use for your introduction and to inform us of any needs you may have for AV equipment. A self-addressed envelope is enclosed for you to return both the completed speaker information form and your invoice.

I look forward to your presentation. If you need additional information in the meanwhile please call me directly at (203)787-8709.

Sincerely,



Elaine O'Keefe
Chairperson
Education Committee

tm

* We have booked and pre-paid for a room for you at the Holiday Inn in New Haven for Thursday June 28th. Arthur Stewart will call you with the details shortly.