

Your name
Address
Address

Date

Dear

This letter is to confirm the Hearing Voices Simulation Training, scheduled for (organization/location) on (date and time) and the logistics required for this training.

As we discussed by phone, I will need at least 6 volunteers to assist me in this workshop and would like to meet with them at least ½ hr ahead of the start-up time of the workshop.

I will provide the CD's and CD players for all participants, and you will provide a DVD player and screen or LCD and laptop.

The room should be set up in lecture style for [# people] for the viewing of the DVD/lecture portion of the training and then two workstations should be set up with a table and chairs for approximately 13 people each, along with chairs for the third one. The fourth workstation does not include any set-up since it involves going outside the training room.

Lastly, I'd appreciate having access to the room at least one hour prior to the start of the training to insure enough time for preparations and to meet with the volunteers. I have enclosed copies of handouts for the workstations that I would like you to make and hold for me upon my arrival.

I look forward to meeting you at the training and appreciate you bringing this important training opportunity to your organization. If you have any questions please feel free to call me at [].

Sincerely,