



July 26, 2012

Mr. Henry Montag, CFP®, CLTC  
Henry Montag Associates  
333 Earl Ovington Blvd  
Uniondale, NY 11553

Dear Mr. Montag:

Thank you for accepting our invitation to speak at the 10<sup>th</sup> Annual Nassau/Suffolk Chapter of NCCPAP/IRS Long Island Tax Professionals Symposium. The event will be held **November 14, 15 and 16** at the Crest Hollow Country Club in Woodbury, NY. This letter will confirm the date, title and time of your presentation:

Your presentation titled **“Please Submit”** is scheduled for the following day and time:

**Friday, November 16<sup>th</sup> @ 3:25p.m. – 5:05p.m.**

Please be advised of the following needs:

- A brief but complete description of your topic(s) including the Title(s) in 50 words or less **July 30<sup>th</sup>**.
- Course outlines and materials, Power Point presentations, and brief biographies are due **no later than September 7<sup>th</sup>**. Please have materials submitted in electronic format; **(please do not scan into your computer)** preferably in Arial 12 pt., and forwarded via e-mail to: [lits@litaxsymposium.org](mailto:lits@litaxsymposium.org) as soon as they are ready. **If you cannot meet this deadline due to tax updates, please forward the bulk of the material by this date and any updates as you receive them. Due to Web and Printing deadlines, materials cannot be uploaded to the site or printed (if needed) after October 12<sup>th</sup>; therefore, you will be responsible for all printing of any materials and handouts for your course(s) at your own expense. Please fill in the enclosed form and forward with your materials.**
- Audiovisual requirements including but not limited to; Power Point projector, Overhead projector, Screen or Easel are **due no later than October 12<sup>th</sup>** in order to secure everything you will need. We **will not** need copies of IRS Forms or publications since all of these are available online. If you need a form or publication because it is an integral part of your presentation, please provide us with a list and we will be sure to have them available. If you have any questions, please feel free to contact Kathy Casey at (516) 997-9500 ext. 3 or e-mail [lits@litaxsymposium.org](mailto:lits@litaxsymposium.org).

On behalf of NCCPAP and the IRS, I thank you for generously contributing your time and knowledge with the participants and look forward to seeing you in November.

Sincerely,  
*Karen Giunta, CPA*  
Karen P. Giunta, CPA  
Education Co-Chair, LITPS

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