

Section 5: Appendix

Faculty Confirmation Letter

This is a sample Faculty confirmation letter to be sent to each Faculty member by the Course Coordinator. It is also available on the GEMS website at www.GEMSite.com. The information in italics needs to be customized for your course.

Date

Name

Title

Institution

Address

City, State, Zip

Dear *name of Faculty member*:

Thank you for accepting the invitation to serve as a Faculty member for the Geriatric Education for Emergency Medical Services (GEMS) course that will be sponsored by *name of institution* and held in *city, state*.

You have agreed to teach the following portions of the GEMS course:

Topic

Date

Time

Location

A course schedule is enclosed for your reference. *Provide information on how the Faculty member can obtain a copy of the GEMS Textbook and Resource Manual or assure him/her that you will provide this in advance of the course. Provide information on when the Faculty member will have access to the slides for the appropriate lecture topic.*

Provide information about travel and lodging arrangements (if appropriate). Provide instructions on how to get to the course site, where to park, etc.

If you have questions about the content of your lecture topic or course logistics, please feel free to contact me at *phone number and/or e-mail address*. Thank you again for agreeing to participate in the upcoming GEMS course. I look forward to working with you at the course.

Sincerely,

Name of Course Coordinator

Title

Enclosures