



August 25, 2009

Mr. Ty Patterson
Director of The Center of Excellence
for Tobacco-Free Campus Policy
Ozarks Technical Community College
1001 E Chestnut Expressway
Springfield, MO 65802

Dear Mr. Patterson,

Once again congratulations on being accepted to present at the 2009 ACCT Community College Leadership Congress! Below is the title, description and the list of presenters that will be participating in the session. We are in the final stages, and ready to go to print with our program. You are responsible for the accuracy of the information that will appear in our program. If you have any changes to the information below we need to hear from you by **3:00 p.m., Friday, July 24th**.

As you are probably aware, the Congress will take place at the Hilton San Francisco, Wednesday, October 7th to Saturday, October 10th, 2009. Your session is scheduled for **Friday, October 9th from 8 a.m. – 9 a.m. in Union Square 17 & 18, 4th Floor.**

How to Make Your Campus Tobacco-Free

There is a movement among community colleges to make their campuses tobacco-free. This presentation will explain why Boards of Trustees are adopting tobacco-free policies and how to successfully implement them. Issues including mutual respect, enforcement/compliance with policy and impact on enrollments will be discussed.

Ty Patterson, Director, Center of Excellence for Tobacco-Free Campus Policy, Ozarks Technical Community College, MO

****Note: The location of your session is subject to change. Please refer to the program distributed at registration for your final location.***

As the principal contact person from Ozarks Technical Community College, you are responsible for notifying session panelists of the time and day of the session and for ensuring that the college agrees to sponsor their attendance. By agreeing to present at our Annual Congress, participants agree to pay the Congress registration fee. Additionally ACCT reserves the right to record, reproduce or distribute sessions for sale to its membership and constituencies as outlined in the *Call for Presentations*.

Please advise Christina Sage, Board Leadership Services Associate at congress@acct.org,



immediately if you or your panelists have any changes to the text or will be unable to present the session at your scheduled timeframe.

Session handouts are encouraged. ACCT would like to post session presentations/handouts to the ACCT web site following the Congress. Please email your materials as file attachments to congress@acct.org by September 25, 2009. Please bring approximately 80 copies to the Congress for distribution to the audience. ACCT will not be responsible for the reproduction of handouts or any other materials. We have also enclosed instructions regarding the preparation of your materials for posting to the ACCT website.

If you have questions regarding any of these areas, please contact the appropriate person:

Session Information/Logistics – Christina Sage, 202.775.4462 or csage@acct.org

Hotel Information – Lila Farmer, 434.374.2640 or lfarmer@acct.org

Congress Registration – Experient, 330.425.9330 or acct@experient-inc.com

College Tours Registration – Experient – 330.425.9330 or acct@experient-inc.com

Media & Press Releases – David Conner, 202.775.4454 or dconner@acct.org

Thank you for your continued support of ACCT programs. I look forward to seeing you in San Francisco!

Sincerely,

J. Noah Brown
President & CEO