

January 8, 2002

Carol Parks-Bani, PhD
Associate Professor
University of North Carolina at Chapel Hill
School of Public Health
CB# 7440
Chapel Hill, NC 27599-7440

Dear Dr. Parks-Bani:

Thank you for agreeing to speak at the 24th Annual Minority Health Conference sponsored by the School of Public Health at the University of North Carolina at Chapel Hill. This year's conference is entitled "*Social Determinants of Health: Assembling Pieces of the Puzzle*". The conference will be held at the William and Ida Friday Continuing Education Center on Friday, March 1, 2002. Travel and lodging information have been included; however, you may contact our office for more detailed information.

Since its inception, the Minority Health Conference at UNC has provided the region with a forum for scholarly exchange of ideas related to the health of minority populations. In addition, it has served as an excellent vehicle for attracting minority students into our graduate public health programs. As a case point, last year's conference attracted over 400 participants, which included students, faculty and staff from UNC-CH School of Public Health, and a variety of community, academic and health and human services professionals from North Carolina and surrounding states.

You are scheduled to speak during the morning concurrent workshop session scheduled from 11:00 am – 12:15 pm. You will need to speak for approximately 15 – 20 minutes allowing time at the end for questions and comments. Your session is entitled "Community Capacity Building." You will be presenting with Dr. Moses Goldmon (mgoldmon@email.unc.edu) and Tamra Stark (starktls@earthlink.net). We encourage you to arrive during the registration time in order to allow time for set up and to answer any questions you or our staff may have before your presentation. If you have specific questions about content for your presentation, you may contact Chandra Ford at clford@email.unc.edu.

We realize that many would like to use PowerPoint presentations and this often enhances the material being presented; however, due to budget constraints we are unable to offer this privilege to every speaker. With this in mind, we ask that you prepare transparencies or forward information to be copied prior to the conference for distribution during your presentation. Overheads, flipcharts and slide projectors will all be available upon your request. Thank you for planning your sessions accordingly.

Please complete the enclosed speaker information form and send it to Yolanda Riggsbee, UNC-CH School of Public Health, CB# 8165, TTK Building, Chapel Hill, NC 27599-8165 no later than **February 8, 2002**. Please send a copy of your bio sketch for introduction and copies of readings not to exceed 10 pages, that you may want included in the conference packet and a brief description of your presentation. We would like to receive these materials by **February 8, 2002** as well.

We look forward to having you join us for this conference, and we appreciate your agreeing to provide this service to our school and community. If you have any questions regarding your presentation or other arrangements, please contact Yolanda Riggsbee at 919-966-4032.

Sincerely,

Aundra Shields, JD
Associate Dean of Students

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