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Sample Invitation Letter to Elected Official Whose District is Directly Impacted

April 30, 2012

[Name]  
[Title]  
[Organization]  
[Address]  
Chicago, IL [Zip]

Dear [Salutation]:

On May 17, 2012, the Illinois Department of Transportation (IDOT) will be hosting a **Community Meeting** regarding the preparation of the Environmental Impact Statement for the Chicago Region Environmental and Transportation Efficiency (CREATE) Program Grand Crossing Rail Project. As you know from our previous conversations, the purpose of the Grand Crossing Rail Project is to improve freight and passenger rail efficiency on Chicago's South Side and enhance Amtrak's on-time performance.

Details of the meeting are provided on the enclosed postcard, which will be distributed at community facilities throughout the study area. Postcards also will be mailed to all property owners in the study area immediately adjacent to railroad right-of-way. The meetings will be advertised in print in the Chicago Sun-Times, The Defender, and The Chicago Crusader, and submitted to websites such as the Englewood Portal, EveryBlock Chicago, Resident Association of Greater Englewood (RAGE), New Life Covenant, Teamwork Englewood, Antioch MB Church, and Imagine Englewood If for electronic posting.

IDOT invites you or a representative to participate in this Community Meeting and would also like to extend to you the opportunity to speak briefly during the formal presentation. We will contact you directly to coordinate the details. If you have any questions in the meantime or would like to discuss the project, please contact Jakita Trotter, CREATE Public Outreach Administrator, at (312) 793-2790; or Tony Pakeltis, Parsons, at (312) 930-5268. Additional information is also available on the project website at [www.grandcrossingrail.com](http://www.grandcrossingrail.com).

Thank you for your continued support. We hope you can join us.

Very truly yours,

Danielle E. Stewart, P.E.  
Acting CREATE Section Chief  
Illinois Department of Transportation  
[www.createprogram.org](http://www.createprogram.org)

Item	Time
1. Welcome and Opening Remarks	8:00 AM - 8:15 AM
2. Presentation of the Grand Crossing Rail Project	8:15 AM - 9:00 AM
3. Public Comments	9:00 AM - 10:00 AM
4. Meeting Adjourns	10:00 AM

Conference room meeting schedule template.

In this post, we will give you a calendar-based meeting room booking model, according to the year 2020. These models you can find in the EU, U.K. Excel-based model to generate printable paper every week when the meeting occurs. Note: For other countries, add a specific footer note to the meeting room in your calendar. MS Excel-based sheet weekly, monthly and daily layout notification a calendar-based meeting room in software (ezowo) use in production schedule & other meeting room booking template ensures a great visibility on the fact that you will achieve your goal through conference and training programs in a timely manner since the meeting room has been booked, you can our this sheet to manage roaster staff a management time table. Booking model of the meeting room (excel) check the booking of the meeting room in xls word format. you just need to import every week to the monthly scheduling template in a single click, the custom editing option is available to a specific country audience also, import data through excel to ppt for the unlikely presentation to publication in the framework of easy emailing notices to other managers and employees ask more printable format & designs improve the productivity of the team through this model the theoretical and practical knowledge can be passed to members of the junior and staff management through the conference, as well as all types of process, the purpose of the meeting should be clear and the place where it should be organized should be available in time to avoid other issues. For companies that use an official way of informing their staff members about some important event, on the meeting process and therefore the conference room scheduling worksheet is idealized for the help you achieve your goals, conferences save time in the organization as well. © m. acts as a means of providing a guide to workers and where tasks must be performed and activities that can affect the credibility of ongoing projects and actions. Related model: Time table sheet template For companies that are required to organize monthly meetings are well aware of the room size require adequate information according to the number of participants required to be part of the meeting. Types of Meeting Room Reservation Models in Excel format Although the room size is dependent on the type of conference, for the same regular schedule and the room can be chosen however, if the meeting is taking place for another purpose with the number other than participants, this may require choosing another room and schedule as mentioned here: Checkroom schedule sample sheet: The sheet is available here, which must be clicked to get it. Once downloaded make customization as needed by adding fields that are missing in the checksheet sample. Add the purpose of the conference, as well as the number of participants needed to be present in the room. Meeting room horography: To use the time available efficiently, the sheet must be divided into a column that shows the time available for the meeting. Topics that should be discussed over a specific time interval should be mentioned and followed. Connect your project members to the project in © the intelligent technique used by most managers these days. Room Reservation Time: Depends on the reservation system of your company's meeting room, however, the heating is © added on the sheet and the date selected for the conference should be surrounded with red. Add appropriate information to the columns. Once the room is reserved show the available status on the sheet so that other processes can be carried out. Online class scheduling model: If teachers are to send the next class on line hours in the week to the students, they can prepare well before entering the class or at least the availability of necessary materials can taken with them. These sheets can be sent directly to student email address. Benefits of the free weekly meeting assembly Schedule Excel Blank sheets are accessible to users who are interested in preparing their owners for the meetings. If all new technology or shapes are released, specifically the blank Excel Worksheet Model for the Conference Room is necessary, since the addition of information is of your choice. Related article: Gantt graph add a suitable number of columns that identify the purpose of such a specific conference. However, we are only concentrating on the benefits of availability, other important benefits are also noted, how to improve the quality of the results of the same workers and the same available resources. Emergency situations in the company can be reduced by telling workers who use safety precautions for processes. Tricks for the creation of professional conference room template Excel if the meetings are postponed due to any reason, the cost can be saved that it is paid between the director and teachers. The registration and the early booking fee can be organized before the conference actually occurs. occurs.

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