



Date: **Insert Date**

Insert name of recipient:

Thank you for volunteering to participate as a case presenter for the IAFN Illinois Local Chapter Quarterly meeting, otherwise known as Forensic Friday. Please submit your presentation to **insert name** (The IL Chapter President) at **insert email address** at least 2 weeks before the date of your scheduled presentation.

- **The due date to submit your presentation is Thursday, August 13, 2020.**
- **You will be presenting on Friday, August 28, 2020. I will provide further details on IT logistics after I receive your presentation.**

Whether you presented hundreds of case studies previously or if this is your first time, the IL Chapter Board is here to support you. We want you to be comfortable, confident, and successful. Attached is a power point template to help guide the organization framework of your presentation.

Here is the process for presenting case studies at Forensic Friday.

- You have access to two Board members for support.
 - **Insert name** (IL Chapter President) at **insert email address**
 - **Insert name** (IAFN, IL Chapter Board member and your case study mentor) at email address **insert email address**
- No patient identifiers to be used in your case study. Please protect and safeguard all patient identifiers. Do not include any photo-documentation of the patient's face, identification band, tattoos, or articles of clothing that include identifying information (e.g., patient name).
- Your case study should not exceed 20 minutes and this includes time for questions.
- You will use the provided template.
- Your case study presentation will only be used during Forensic Friday.
- We will not share, distribute, or post your case study for any other purposes.
- Within 72 hours, after presenting your case study, the case study will be permanently deleted.
- With your permission, your name, title, and email will be provided to IL Chapter members on the IAFN IL Chapter Online Community Board.
- If you have any information (e.g., community resources) that you want to share, then please let us know. This information will be posted on the IAFN IL Chapter Online Community Board.

You may be aware that IL chapter members have chosen case studies as one of their favorite activities. It is a great way to explore best practices and support one another as SANEs. **If you are in full agreement to this process, then email us at insert email address to let us know.** We look forward to you presenting your case study!

Thanks,

Insert name, IAFN IL Chapter President
Insert email address