September 6, 2023.

Professor Faruk Haruna Rasheed

The Provost

Federal College of Education Kontagora

Niger State.

*Through:*

The Registrar

Federal College of Education Kontagora

Niger State

*Through:*

The College Librarian

Federal College of Education Kontagora

Niger State

Dear Sir,

**REQUEST FOR CONFERENCE SPONSORSHIP**

 Sequel to our visit to your institution on the 5th of September 2023, and the discussion we had with some of your Management team members as mandated by you, I have been directed to write to your honourable office to convey our appreciation for the warm reception we had and to formally request your full support for our upcoming conference.

1. We strongly believe in your capacity to make our conference which has been billed for the 3rd – 7th December 2023 a reality (see attached flyer and a breakdown overleaf), and remain excited that you have graciously accepted to host this event in your institution with the necessary support that is required as affirmed by your very supportive management team.
2. Our request encompasses several key aspects and we fervently trust that your institution, under your sterling leadership, would offer the desired support that would ensure the success of this conference in the following areas:
* *Venue & Security*: The release of Col. Sani Bello (Rtd) Hall for the opening ceremony on Monday, December 4, 2023, and any of the new Halls in the School of Sciences for the presentation sessions on the 5th and 6th of December. Given the importance of the event and the presence of esteemed guests, we kindly request some security personnel at the venue to ensure the safety and well-being of all attendees.
* *Accommodation & Mobility*: A modest three-day accommodation for Seven (7) members of the Executive Committee (Exco) of the Association and a vehicle to convey EXCOs to and from their place of accommodation to the conference venue.
* *Feeding*: A minimum of 200 guests are expected to grace the Opening Ceremony and 60 participants on the second and third days of the conference. Hence, we kindly request support in providing catering services (drinks, snacks and water) on the day of the opening ceremony.
* *Technical Support*: This includes equipment like a projector, generator, public address system, and projecting screen that would ensure seamless sessions and presentations.
1. While we understand that hosting such an event requires careful planning and resources, we assure you that we will work closely with your institution to ensure that the conference is a resounding success.
2. Thanking you in anticipation of your very usual kind and favourable response.

Sincerely Yours,



**K. I. El-Kalash, (MNLA, CLN, AMNIM)**

 **(Secretary)**

 06/09/2023.

Professor Faruk Haruna Rasheed

The Provost

Federal College of Education Kontagora

Niger State.

Dear Sir,

**REQUEST FOR YOUR INVALUABLE TIME TO PRESENT THE KEYNOTE ADDRESS AT OUR UPCOMING CONFERENCE IN DECEMBER 2023 AND NOTIFICATION FOR AN AWARD**

 You may recall our communication with your esteemed office vide a letter dated July 1, 2023, intimating you of our interest in conducting our Annual Chapter Conference/ AGM at your very promising institution.

 2. Being an erudite scholar, an astute administrator and a formidable force in the drive for academic excellence in the country, the Association would gladly appreciate your glowing presence to serve in the above capacity, to enable us to tap from your wealth of intellectualism. More so, we plan to use the same medium to confer on you an award of excellence for your invaluable contributions to the advancement of education in the country.

3. The theme for this year’s conference is **“Collaborative Approaches in Curbing the Effects of New Media on Fake News Propaganda***”*and the date and venue for the opening ceremony have been slated for the **4th December, 2023** at the **Col. Sani Bello (Rtd.) Hall** of your Institution by **10:00 a.m** prompt.

4. While the Association would appreciate your presence and financial support in relation to the award ceremony and other conference activities, we thank you most sincerely in anticipation of your usual positive gestures.

Sincerely Yours,



**K. I. El-Kalash**

 **(Secretary)**