



Calgary Board of Education
JOHN G. DIEFENBAKER HIGH SCHOOL

6620 – 4th Street N.W. Calgary, Alberta T2K 1C2 Telephone (403) 274-2240 Fax (403) 777-7669
Website: <http://schools.cbe.ab.ca/b8601>

Attn: Recruitment / Community Liaison

Dear Prospective Presenter:

We would like to invite you to take part in our Post Secondary Fair on:

Friday March 2, 2012 (9:30am – 11:30am).

Our grade twelve students would like to meet someone from your institution / agency.

We would like to take this opportunity to thank those of you who have participated in our Career / Post-Secondary events in the past. The staff and student body have requested your participation at this year's event.

If you plan to be involved, you will be required to assemble a booth / viewing area in our main gym (a table is provided) As a general guideline your booth should include information about the institution (or industry) and the variety of programs (opportunities) it offers.

The format for the morning is as follows:

Location: Main Gym (parking available south side parking lot beside gym doors)

Format:

9:00 - 9:20	Set-up (coffee & snacks will be provided)
9:30 - 10:45	Grade 12s Tour Gym (approx. 500 students)
10:45 - 11:15	Open Tour for Grade 10s & 11s / Parents
11:15 - 11:30	Clean Up / Departure

Our school is located at 6620-4th Street NW. The Career Centre phone number is 403-274-2240 (ext. 2221) should you have any questions or require directions please do not hesitate to call.

Please send an **e-mail confirmation** to drcase@cbe.ab.ca. If you require audio-visual equipment please contact me via e-mail or telephone so it can be arranged in advance.

We look forward to seeing you on **Friday March 2, 2012**. Many thanks for your support; it is greatly appreciated.

Space is limited to 50 tables.

Sincerely,

Derek Case
403-274-2240 Ext. 2221