



Dear IOL 2008 Supporter:

Thank you for agreeing to donate a campus-themed gift basket for this year's Innovations in Online Learning conference being held at the Radisson Hotel, Austin, Texas, from May 21 to May 23, 2008. Baskets should be representative of the campus, your geographical location, or both.

During the event, your basket will be awarded to a conference attendee. Please complete the "IOL 2008 Campus-Themed Gift Basket Donation Form" (separate file). Return a digital copy of the form to me (Email: mleija@utsystem.edu) at your earliest convenience but no later than May 1, 2008. Also, print a copy of the form and attach it to your basket. (The form will be removed from the basket before the basket is awarded.)

Gift Basket Delivery: Your basket needs to be brought with you to the conference or shipped directly to the conference location.

- If you ship your basket to me prior to the conference, please have it delivered before May 20th, 2008. Please include the following information on the package: Event: IOL 2008, Attn: Michelle Leija, UT TeleCampus, 702 Colorado Street, Suite 4.100, Austin, Texas 78701.
- If you bring your basket with you to the conference, you will need to deliver it to me at the conference registration desk.
- If you ship your basket to the conference, ship it to yourself and deliver it as described above. If shipping to yourself, please include the following information on the package: Event: IOL May 21-23, 2008; Radisson Hotel and Suites, 111 E. Cesar Chavez Street, Austin Texas 78701. On the outside of the package, write in bold: **PLEASE HOLD FOR ARRIVAL** and include the date of arrival of the recipient.

If you have any questions regarding this information, please contact me at mleija@utsystem.edu or 512-499-4304. Again, thank you for your support of this year's event.

Sincerely,

Michelle Leija
IOL Gift Basket Coordinator