



***Posters-at-the-Capitol***  
**Frankfort, Kentucky**  
**February X, 200X**

January X, 200X

PRESIDENT NAME  
INSTITUTION  
ADDRESS  
ADDRESS

Dear SIR NAME:

Please find enclosed a copy of the program book for *Posters-at-the-Capitol*, the event being hosted at the state capitol building in Frankfort to showcase the research and scholarly accomplishments of undergraduates from Kentucky's eight public universities. *Posters-at-the-Capitol* will be held on February X, 200X.

One hundred and eighty three students will be presenting one hundred and twenty eight posters and oral presentations on their faculty-mentored projects. We hope that you will be able to attend *Posters-at-the-Capitol* to encourage these students in their quest of academic excellence and to help send a message to those who provide funding for higher education in Kentucky regarding the importance of these kinds of learning opportunities.

The days events include:

- opening remarks at 10:30 a.m.
- oral presentations from 11:00 a.m. until 1:00 p.m.,
- poster viewing from 11:00 a.m. until 4:30 p.m., and
- reception from 3:00 p.m. until 4:30 p.m.

We know the students and their faculty mentors would be very pleased to discuss their projects with you, while sharing their work with state law makers. Please plan to attend as many of the day's events as your schedule will allow.

If you are able to attend the oral presentation session beginning at 11:00 a.m. in the Capitol Rotunda, please let us know so that we might recognize you. At the opening session, Dr. Tom Layzell from the CPE will make brief remarks. Governor Fletcher has been invited to address the students at the opening session and to take part in the group photograph in the afternoon.

**Undergraduate Research and Scholarly Activity Office**  
**Murray State University**  
**Murray, Kentucky 42071**

**(270) 809-3192**  
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**ursa@murraystate.edu**

Please contact my assistant, Mr. Jody Cofer, by email at [jody.cofer@murraystate.edu](mailto:jody.cofer@murraystate.edu) or by calling 270-809-3192 to let us know if you will be attending the opening session.

We look forward to seeing you at *Posters-at-the-Capitol*.

Sincerely,

John Mateja, Chair  
*Posters-at-the-Capitol* Organizing Committee

JM/jc

Enclosure: Program Booklet

**Example**