**WEFTEC® 2023 Workshop**

**Committee Recommendation Letter**

*The completed form must be sent from the Committee directly to Mary Ann Linder, WEF at* [*mlinder@wef.org*](mailto:mlinder@wef.org) *by* ***December 5, 2022***

***Insert Date***

Workshop Proposal Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author/Contact Person Listed in Proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To whom it may concern:

I am writing this recommendation on behalf of the ***insert committee name*** committee, of which I am chair. The workshop proposal, identified above, has been developed with the following processes as stated below *(you may select more than 1 option)*:

( ) I alone reviewed and approve the final proposal.

( ) We surveyed our members and asked for their input on topics for proposals, and our committee screened and ranked all proposals prior to development of this proposal. This proposal ranked \_\_\_\_\_.

( ) The full Committee reviewed the preliminary proposal draft and offered comments.

( ) The *final* proposal was reviewed by the Committee and appropriate revisions and changes have been incorporated prior to submittal to WEF.

( ) The final proposal now reflects the Committee input and comments.

( ) This workshop proposal is a WE&RF related proposal and has been reviewed and is formally sponsored and endorsed by WE&RF (please attach written endorsement from WE&RF to this letter).

If you require further information or have questions regarding this recommendation please contact me at ***insert address, phone and email contact.***

Sincerely,

***Name:***

***Signature:***

Chair, ***insert committee name***

Cc Chair, Workshop Selection Committee