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July 31, 2017

Re: Invitation to Participate as a FTIP Workshop Presenter and/or Roundtable Coach

Dear FTI Friend,

On behalf of the League of United Latin American Citizens (LULAC), a passionate network of community leaders and volunteers dedicated to empowering Latinos at the local and national level, we would like you to serve as a presenter, roundtable coach, role model or representative of your agency at the LULAC 5th Federal Training Institute Partnership (FTIP). The FTIP Senior Executives Service (SES) and Leadership Development workshops will take place September 20 through September 21, 2017 at the National Institutes of Health (NIH). The Roundtables will take place on September 22, 2017 at the U.S. Department of Health and Human Services (HHS). Your presence at this event will contribute significantly to the quality and success of the FTIP.

We would like you to conduct a workshop addressing one of the [Executive Core Qualifications](#) (or competencies) and show case your agency's mission and goals. We also welcome you to serve as a roundtable coach. See the attached Request for Proposals (RFP) for detailed information on the workshop and coaching requirements. We appreciate your commitment to support this initiative. Please note, that we are not able to provide any compensation nor funding for travel nor lodging. All participants are responsible for securing their own funding from their organization.

Open to all federal employees, the FTIP is designed to be the premier networking and educational conference for those looking to become leaders in the federal workplace. We expect to have employees representing all federal and government agencies.

The FTIP training sessions will include workshops covering leadership development, management skills and competencies, leadership roundtables, federal resume techniques and more.

If you have any questions or concerns, please contact Sara E. Clemente Sosa, Director of Federal Affairs via email at sclemente@lulac.org or by calling (202)734-7200. Please confirm your participation by submitting a completed RFP by **August 25, 2017** at 5:00 p.m. PST as this will assist us in adequately serving your needs and finalizing the agenda.

We look forward to your participation in the 2017 FTIP.

Sincerely,

Sara E. Clemente Sosa

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LULAC Director of Federal Affairs