

THE CONSORTIUM OF TANZANIA UNIVERSITY AND RESEARCH LIBRARIES (COTUL)

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23rd November 2015

Dear

Prof/Dr/Mr/Ms

CHANGE OF DATES: INVITATION TO ATTEND A WORKSHOP ON PROMOTION AND MARKETING OF INFORMATION SERVICES FROM 3RD – 5TH DECEMBER 2015

I am pleased to invite you to attend a Training Workshop on Promotion and Marketing of Information Services that will be held at Sokoine University of Agriculture (SUA) in Morogoro from 3rd to 5th December, 2015.

The objective of the workshop is to equip participants with promotion and marketing skills and knowledge that will enable them to increase clientele base and improve the quality of information services. The ultimate goal is to increase usage of library resources by the staff and researchers in our institutions.

The Workshop is organized by the Consortium of Tanzania University and Research Libraries (COTUL), and your institution is requested to facilitate your attendance with the following:

- (i) Transport from your institution to and from Morogoro,
- (ii) Subsistence allowance to up-keep you while in Morogoro and
- (iii) Workshop registration fee of Tshs. 300,000/= for COTUL members and 350,000/= for non members that will cover your meals, venue, conference and workshop materials including production of conference proceeding. The registration fee will be paid at the workshop in Morogoro.

Kindly confirm your participation to COTUL Secretary (Prof. Tandi Lwoga) at cotul.tanzania@gmail.com, Mob: 0766279686; OR Ms Amina Hilika, Mob: 0713741055 as soon as possible and register online through our website <http://www.cotul.or.tz> under upcoming events.

I am looking forward to seeing you in Morogoro in November. Thank you very much.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J. Msuya', written over a horizontal line. The signature is stylized and includes a vertical stroke that crosses the horizontal line.

Prof. J. Msuya
COTULCHAIRPERSON