



December 5, 1997

Mr. Larry R. Kirschner  
Managing Director of Capital Markets  
Mercantile Bank, N.A.  
One Mercantile Center, Tram 20-5  
St. Louis, Missouri 63101

Dear Mr. Kirschner:

Thank you for agreeing to participate in the **Gateway To The Globe: International Business Law Seminar** on **Friday, January 30, 1998**, at the **Ritz Carlton Hotel, 100 Carondelet Plaza, St. Louis, Missouri**. The program is sponsored by the University of Missouri-Kansas City School of Law/Continuing Legal Education.

Enclosed is the program format showing the topic title and scheduled time of each speaker's prepared presentation. Please check the format carefully for the correct spelling of your name and the firm's or organization's name, as this information will be used for program publicity and introductions. Also enclosed is the Speaker/Author Biography form. Please complete and return the form, at your earliest convenience, in the enclosed self-addressed and postage-paid envelope. You may wish to fax the form to us at **816 235 5414**.

A program manual will be compiled from materials or outlines submitted by each speaker. For your convenience in preparing your course materials, we have enclosed a copy of our author/stylebook. Your materials should be submitted to this office, copy-ready or in WordPerfect for Windows on a 3.5" disk, no later than **January 9, 1998**. For courier service our street address is 500 E. 52nd Street, Suite 028, (N.E. corner of 52nd and Oak streets), Kansas City, Missouri 64110.

If you will need audio-visual equipment for your presentation, please call this office two or three weeks prior to the program. Again, thank you for your participation and support of our CLE program.

Sincerely,

A handwritten signature in black ink that reads "D. McCarroll". To the right of the signature, the letters "DM" are handwritten.

Daniel McCarroll  
Associate Director  
Continuing Legal Education

DM/ra  
Enclosures

cc: Martin T. Sigillito