

THE CONSORTIUM OF TANZANIA UNIVERSITY AND RESEARCH LIBRARIES (COTUL)



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Our Ref.: COTUL/CONF/Vol.I/23

Date: 25th August, 2023

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Dear Sir/Madam

**RE: INVITATION TO ATTEND A COTUL SCIENTIFIC CONFERENCE,
TRAINING WORKSHOP AND ANNUAL GENERAL MEETING (AGM)**

The heading above refers.

2. I am pleased to invite you to attend a COTUL Scientific Conference, Training Workshop and the Annual General Meeting (AGM) that will be held for **five (5) days** from **6th to 10th November, 2023** at the **Jalnimi Tourist Hotel** in Singida region.

3. During these five days, there will be paper presentations focusing on the Conference theme entitled: **Library and Information Services in the Digital Era**. After paper presentations there will be a training workshop session titled: **Marketing of Library and Information Services**. The workshop aims to equip participants with knowledge of marketing information resources and services, creating awareness, and building strong relationships with users. Participants are expected to gain skills in applying marketing principles and techniques to promote effective usage of library resources and services.

4. The target group includes academics, researchers, librarians, information professionals and ICT professionals. Participants are required to pay a registration fee of TZS 500,000/= for COTUL members and TZS 600,000/= for non COTUL members. Fee for International participants is USD 400. The fee covers costs for meals, venue, and conference/workshop materials. Please pay your registration fee through the COTUL bank account with the following details:

Bank name: **CRDB BANK**
Account name: **COTUL**
Account number: **01J1089194500**

5. It is highly recommended to pay the registration fee before commencement of the event and keep the Bank pay-in slip as evidence. You may also make payment at the

QUOTATION OF REF. No. IS ESSENTIAL

conference/training venue upon arrival. Moreover, participants are requested to solicit fund to cover their own expenses, including:

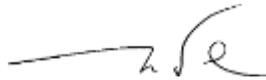
- i. Accommodation
- ii. Transport
- iii. Subsistence allowances and other personal expenses

Kindly confirm your participation to:

- Dr. V.T. Msonde - COTUL Executive Secretary, e-mail: es@cotul.or.tz, Mob: +255 782 016 533
- Ms. Amina Hilika - COTUL Deputy Executive Secretary, email: des@cotul.or.tz, Mob: +255 773 515 551

6. You may also confirm your participation through COTUL website <http://www.cotul.or.tz> under upcoming events. I am looking forward to seeing you in November at the Jalnimi Tourist Hotel in Singida region.

Sincerely yours,



Dr. Sydney E. Msonde
COTUL Chairperson