

MEMO TO: Marcia Davis

FROM: Alex Pera

DATE: April 9, 20—

SUBJECT: Program Descriptions

As you requested, I have contacted the speakers for our afternoon session discussions. All three speakers have sent me a brief description of their sessions, and they are listed in the order of presentation as follows:

1. Salon A. This session will discuss the advantages of e-commerce and its influence on the economy of the United States.
2. Salon B. This session will introduce several suggestions for enhancing your Web site.
3. Salon C. This session will discuss changes occurring in Internet access and its impact on entrepreneurial ventures.

By next Monday I will send you an introduction for each speaker.

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