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Description automatically generated**

**Subject:** Save the Date: IACBE Region X Fall Regional Assembly Conference

Dear Region X Members,

We’re pleased to invite you to the upcoming IACBE Region X – NAME Fall Regional Assembly Conference, taking place on [DATE(S)] in [LOCATION]. This annual event is a valuable opportunity to connect with colleagues, exchange ideas, and engage in meaningful discussions on advancing excellence in business education.

**Key Details**

* **Date:** [DATE(S)]
* **Format:** [FORMAT]
* **Location:** [VENUE, ADDRESS, CITY, STATE, ZIP CODE]
* **Theme:** [INSERT THEME]
* **Agenda Highlights:** [BRIEF OVERVIEW OF TOPICS]

IACBE’s regional conferences offer an intimate setting where members can share insights, present research, and explore best practices in a collaborative environment. Your participation plays a vital role in shaping the future of our profession and supporting continuous improvement in business program accreditation.

More information, including the full agenda and registration details, will be available soon. For now, please mark your calendars—we look forward to welcoming you to [LOCATION] this fall!

Warm regards,

[Your Name]

[Your Title]

[Your Contact Info]