Dear [Substitute Speaker],

AAPM thanks you again for standing in for [Invited Speaker] and presenting at the [Meeting Name]. We want to inform you that [Invited Speaker] has chosen to submit a recording of their presentation, and per our policy, that recording will be uploaded to the meeting platform [after the close of the evaluation period] and later to the AAPM Virtual Library in place of the recording made during the meeting. A statement recognizing you as the in-person speaker for this presentation will be included in the Virtual Library.

Your contribution to the [Meeting Name] is much appreciated.

[Program Director Signature]