

**I hear different things from other authors ... what do they want from us?**

- I. Navigating the fears and worries with one who once upon a time did it all wrong
- Learning the proper way to make contact
- by email
  - in person, where and how?
  - referral
- Knowing how not to contact
- postal when most are now electronic offices
  - at conferences, the dos and don'ts
  - name-dropping
  - Definite NO-Nos**
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- II. Proper presentation
- Knowing what they want
- agency guidelines\*\*\*\*
  - requested materials
- Most requested format
- query letter
  - proposal
  - follow up
  - standard formatting
- Times New Roman 12pt
  - 1" margins all around
  - Chapter headings 1/3-1/2 down the page
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- III. The Dreaded Appointment
- Preparing for the appointment
- one-sheet
  - a few pages possibly
  - interaction is key
- Let's try to practice an appointment!