



Email Templates

Email Messages for Speakers and Attendees

These templates provide ready-made email messages that you may use to communicate with your event speakers and attendees. Please note that capitalized inserts should be edited as needed.

{CAPITALIZED INSERTS SHOULD BE EDITED AS NEEDED}

Speaker Templates

Speaker Invitation

These instructions should be sent as soon as speakers have been identified.

Dear {INSERT INTENDED SPEAKER'S NAME HERE},

OPTIONAL: My name is {YOUR NAME} and I am {TITLE}. As you may know, each term {PROGRAM NAME} holds a leadership workshop for department chairs. The workshop topics are suggested by {ORGANIZATION THAT SETS WORKSHOP AGENDA}.

{PROGRAM NAME} is getting ready for next term's workshop series. {RECOMMENDER} recommended you as someone who would be a great contributor to our workshop topic, {TOPIC}. I am writing to invite you to talk about your experiences on the topic and share your tips at the workshop. The event is scheduled for {DATE} {TIME}, with lunch included. Would you be willing to be one of our featured speakers at this workshop?

We try to limit the prep time for our speakers, and thus ask that you prepare {XX} minutes of remarks, using no more than {XX} PowerPoint slides, to share your tips and stories and provide a few key take home messages. Your brief remarks would be used to help frame the workshop discussion. If you will be able to participate, then I will send you a follow up note with additional details on subtopics to consider and the workshop format.

Thank you for considering this invitation. If you have any questions, I would be happy to talk by phone or communicate via email. I look forward to hearing from you and hope you'll be able to join us!

Best,
{YOUR NAME}



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Speaker Follow-Up Instructions

These instructions should be sent one month before the workshop date.

Dear {SPEAKERS A, B, C},

Thanks again for being willing to talk at our upcoming {DATE} workshop on {TOPIC}. Now that we have the date settled, I wanted to follow up about your presentations. As I previously wrote to you, we want the workshop to be as discussion-oriented as possible. I am sure that you all have a lot of experience promoting discussion in large group gatherings.

To maximize discussion time, we are asking for brief presentations. We would like each of you to please plan {6-8} minutes of formal remarks, using {1-3} PowerPoint slides to provide {2-4} key take home messages on this topic. With your permission, we will include a copy of your slides in the workshop packet. We would appreciate receiving your PowerPoint file by {DATE, AT LEAST ONE WEEK BEFORE THE WORKSHOP}, so that we have time to discuss it with you, to make copies for our workshop attendees, and to load your files onto our laptop.

Potential questions for you to consider as you prepare your presentation and remarks include:

- {LIST OF QUESTIONS RELATED TO WORKSHOP TOPIC}

Because the presentations are brief, you most definitely do not need to cover all these questions. Rather, please use them as prompts if needed.

OPTIONAL: Following the presentation and large group Q&A time, we will have small group discussions. We hope you will stay for the small group activity and lunch if your schedule allows.

For your reference, I have included a copy of the official workshop announcement.

Thank you for your help! Please let me know if you have any questions.

Best,
{YOUR NAME}

PASTE A COPY OF PARTICIPANT INVITATION EMAIL HERE



Request to Post Speaker Slides

This request should be sent immediately after the workshop.

Dear {SPEAKER},

Thank you very much for speaking at last week's {PROGRAM NAME} Leadership Workshop. We received excellent reviews from our participants who appreciated your thoughtful and experienced feedback about {TOPIC}.

Following our events, we like to post our speakers' slides on our website so that others may access the information. Would it be okay to include your slides on the site?

Thanks again for taking the time out of your busy schedule to share with the larger community of leaders at {INSTITUTION}.

Best,
{YOUR NAME}



Attendee Templates

Save the Date

This email should be sent as soon as you have finalized your workshop date.

Dear all,

{PROGRAM NAME} is pleased to announce that our Leadership Workshop has been scheduled for {DATE} {TIME}. The workshop will focus on {TOPIC}. We will have a panel of {NUMBER} {SPEAKERS' ROLES-FACULTY, STAFF, ETC.} with experience on {TOPIC}. A call for RSVPs and additional information will be sent in the coming weeks. In the meantime, please save the date.

Event details:

- {DATE}
- {TIME}
- {LOCATION}

We look forward to seeing you at the workshop!

Best,

{YOUR NAME}



Participant Invitation

This email should be sent one month before the workshop date.

To: {TARGET AUDIENCE, E.G. DEANS, CHAIRS}

CC: {ADDITIONAL STAKEHOLDERS}

From: {YOUR NAME} {PROGRAM NAME}

Re: {PROGRAM NAME} Leadership Workshop – Call for RSVPs

This is an invitation and a call for RSVPs for the **{DATE}** {PROGRAM NAME} quarterly workshop for department chairs and other unit leaders. You are receiving this message because {REASON THEY ARE THE INTENDED WORKSHOP AUDIENCE}. The workshop is entitled “{TITLE}.” The event will focus on {TOPIC}, questions to be discussed include:

- LIST OF SAMPLE QUESTIONS SHARED WITH SPEAKERS

OPTIONAL: We hope you will be able to attend and that you will invite an emerging faculty leader from your unit to join you. Emerging leaders who would be particularly appropriate for this workshop include {SUGGESTED INDIVIDUALS WHO MIGHT ALSO BE INTERESTED BASED ON WORKSHOP TOPIC}.

The workshop will take place from {TIME}, with lunch included. If you would like to attend the workshop, ***PLEASE RSVP by {DATE, AT LEAST ONE WEEK BEFORE WORKSHOP} to {NAME} at {EMAIL ADDRESS}**. To ensure your emerging leader is properly registered for the workshop, please send her/his name and email address to {EMAIL ADDRESS}.

Finally, here is a summary of the workshop details:

Date:

Time:

Topic:

Speakers:

Location:

RSVP by **{DATE, AT LEAST ONE WEEK BEFORE WORKSHOP} to {NAME} at {EMAIL ADDRESS}**.

Workshop Outline

- Welcome
- Overview of {TOPIC}
- Panelist presentations
- Discussion and Q&A with workshop panelists



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- Small group discussion
- Networking lunch

OPTIONAL: General information about these leadership workshops:
{POST ANY RELEVANT INFORMATION HERE}

Best,
{YOUR NAME}



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Event Reminder

This email should be sent 3 – 4 days before the workshop date.

Hello, all,

The {PROGRAM NAME} team looks forward to seeing you at our Leadership Workshop tomorrow! Please find a reminder of event details below:

Date:

Time:

Location:

Campus map link:

Best,

{YOUR NAME}



Workshop Resources Follow-Up

This email should be sent a few days after the workshop date.

Hello,

Thank you for attending yesterday's workshop, {TITLE}. Following our discussion, we wanted to share our workshop materials with you:

{LINK TO MATERIALS}

This link includes materials presented at the workshop, including:

- Workshop agenda
- Workshop PowerPoint presentation
- {PROFESSOR STEM'S} handouts

Please let us know if you have any questions or would like additional resource recommendations.

Best,

{YOUR NAME}

