February 7, 2018

Ms/Mr XYZ

Address 1

Address 2

City, State, ZIP

Dear XYZ,

On April 20, 2018, the Global Forum on Urban and Regional Resilience (GFURR) at Virginia Tech will host the 2018 Blacksburg Blockchain Symposium (Symposium) *– the first blockchain conference of its kind in the Mid-Atlantic region*. The goal of the Symposium is to bring together innovators, academic experts, and policy-makers, yearly, to discuss the political, economic, and social impacts of this disruptive and innovative technology.

Given the impacts of blockchain in [insert field], we believe that having a visible presence of the Department of [insert name] at the Symposium will be invaluable to the discourse. As such, *we extend an invitation for Department of [insert name] to join GFURR as a* ***non-financial co-presenter*** *for the 2018 Blacksburg Blockchain Symposium****.***

As a 2018 Blacksburg Blockchain Symposium Co-presenter, the Department of [insert name] will receive:

* Two (2) invitations to the Symposium VIP reception on April 19th
* Priority registration for Department of [insert name] students, faculty, and staff
* Co-sponsor recognition on all print and electronic media

We only ask Symposium Co-presenters to outreach to [Department] constituents (faculty, staff, students, and community members), complementing the outreach, and engagement efforts already underway for the Symposium.

For your reference, I have attached a draft agenda of the Symposium. We are confident that together the 2018 Blacksburg Blockchain Symposium will be a blockbuster event. In the next week, we will reach out to you discuss any questions that you may have. In the meantime, please do not hesitate to contact me [name] at [insert email] or [phone].

Sincerely,

[Name]

*On behalf of:*

David Bieri

Associate Professor

Global Forum on Urban and Regional Resilience, and SPIA