Subject line - Invitation for {MEETING NAME HERE}

Dear {ATTENDEE FIRST AND LAST NAME},

My name is {LEAD NAME} at {ORGANIZATION NAME}. On behalf of the organizing team, it’s my pleasure to invite you to the {MEETING NAME} on {MEETING DATES}. This email serves as an official invitation and includes information to help you plan your attendance. We’re really excited about the enthusiasm for this meeting and expect between 20 - 30 attendees.

{BRIEF DESCRIPTION OF MEETING GOALS, 2-3 sentences} Your ideas for breakout sessions, meeting themes or other topics are welcome.

**Meeting registration and information:**

**Deadline Dates:**

* The registration deadline to confirm your attendance is ***{DATE}***

**Registration:** Please fill out this registration form {LINK TO REGISTRATION FORM} to confirm your attendance by{DATE}. Registration is required for all meeting attendees.

**Meeting Location**: The meeting will be held at the {LOCATION NAME AND ADDRESS}.

**Timeframe:** {BRIEF DESCRIPTION OF MEETING STRUCTURE AND FORMAT, 1-2 sentences}. Please see the attached agenda for more detail.

**Presentation:** At the beginning of the meeting there will be introductory presentations from all attendees. The exact details (topic, length, format) will be shared with you in the near future.

**Travel Arrangements**: {ORGANIZATION NAME} will cover the cost of air travel, ground transportation (to & from the airport), lodging, and meals during the meeting. Our travel guidelines are attached.

* If you require lodging, please indicate this during registration and we will book a hotel room for you at {HOTEL NAME AND ADDRESS}.
* Information on parking instructions and reimbursements will be sent out closer to the date of the meeting.

**Participation:** We hope that you will be able to attend and encourage all participants to stay for the full duration of the meeting. Please contact us if you have circumstances that limit your ability to attend the entire meeting.

**Point of Contact:**

* For logistical questions before or during the meeting, please contact {LEAD NAME} at {EMAIL}.
* For content questions before or during the meeting, please contact {LEAD NAME} at {EMAIL}.

**Code of Conduct:** Attached we have a code of conduct for the meeting affirming our commitment to an environment free of harassment and encouraging openness, respect, and collaboration.

We are super enthusiastic about this meeting and look forward to bringing everyone together. After the registration deadline, we will share more details about the meeting itself, including info about any presentations to prepare. In the meantime, please don’t hesitate to reach out if you have any questions. We look forward to seeing you!

Thank you on behalf of the organizing team,

{LIST ALL TEAM NAMES}