



# THE CARPENTRIES

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October 15, 2019

Dear Mr. Chaka (Passport number: EP4969757),

As a member of the Executive Council, you are formally invited by The Carpentries to attend our annual in-person Executive Council meeting on November 3 - 5, 2019. The in-person meeting involves all members of the Executive Council and is essential to the governance and strategic planning for the project. The full list of Executive Council members can be found at <https://carpentries.org/governance/>. Dr. Tracy Teal, the Executive Director of The Carpentries can be reached at 517-862-0107.

The meeting will be held at the Technische Universität Darmstadt in Darmstadt, Germany, hosted by Dr. Gerald Jagusch, a faculty member at the university. For this reason, we have secured funding to cover flight, the cost of accommodation and subsistence during the meeting.

Sincerely,

Dr. Tracy K. Teal  
Executive Director  
The Carpentries