Dear [contact name],

On behalf of the Organizing Committee for the 2014 Ontario Ecology, Ethology, and Evolution Colloquium (OE3C), I am writing to announce that the University of Guelph will host OE3C 2014 from May 8-10. This is a broad and inexpensive conference covering many topics in the fields of ecology, evolution and behaviour. This graduate student-run conference is a great way for researchers from across Ontario and surrounding regions to meet and exchange ideas.  The conference provides a venue for students, post-docs, faculty, and researchers to network and present research in a formal, but relaxed and collaborative atmosphere. We hope you will be able to make it.

I have attached a save-the-date flyer to this email that includes a list of our confirmed plenary speakers. I would greatly appreciate it if you would distribute this information throughout your department or program. I will be in touch again on February 24 when registration opens with additional information.

In the meantime, please do not hesitate to contact me at OE3C2014@gmail.com if you have any questions. We are planning for a stimulating and enjoyable meeting and hope you can join us!

Regards,

[Your name]

OE3C 2014 Planning Committee Member

OE3C2014@gmail.com