**Few general guidelines:**

* It is always easier to follow up someone after there is an introduction of some sort whether it be for space or a speaker.
* I have found having a 15-30 minute chat a much easier way to fill people in on what is going in our organization. Generally I try to share a bit about our pipeline and invite them for the next event.
* Make sure you cc [nyc@rladies.org](mailto:nyc@rladies.org) if you need to send an email. Also feel free to add other folks from the board to the call if you feel like it will help make your case. I am available to jump in if needed.

To start the conversation regarding space or speaking:

Hi (Person you are contacting - it is great if you have a name),

My name is (insert your name here) and I am a part of the R-ladies New York chapter board(<http://www.rladiesnyc.org/>). We are a data science/programming group focused on bringing and supporting women in technology that is part of a larger global movement ([https://rladies.org](https://rladies.org/)).Our membership is very going strong at 1200+ members and we organize events including lecture series, book club and data dives. We schedule these events on a monthly basis and emphasize R and female speakers with a data science background.

We would love to collaborate with you on .... (you to fill out)

I would love to follow up with a phone call to discuss.

Best,

Your name

R-Ladies New York Board