

## Email Template #4: Invitation to Public Forum

Hi [NAME],

I hope you're well! I wanted to send you a personal invitation to the **[name of event]** that **[our organization]** is hosting on **[event date]**.

The [event name] will be a one-day convening of experts in education to help design new learning pathways that will enable youth to better connect their in school, out-of-school, and online learning experiences.

The event is free and open to anyone. You can register via Eventbrite here: [URL for RSVP].

Also, I'd like to ask for your help to get the word out and encourage other educators to attend. Below you'll find a message you can use as a template to share with your friends and colleagues who might be interested in participating in the event.

We're really hoping for a good turnout, especially from educators and students who can make the time.

Best,

[NAME]

[CONTACT INFO]

// Personalized message template below //

*Hello [NAME],*

*On **[event date]**, hundreds of teachers, students, community members, librarians, museum educators, and others will gather at the **[event location]** for the **[event name]**.*

***You are personally invited to attend** to be a part of a community of experts working together to create connected learning opportunities for [your city] youth. **Register today at** [URL for RSVP].*

*Attendees will have the opportunity to review preliminary learning pathways—developed by a set of community-driven Working Groups—that a student could take to advance their understanding of topics such as Making and Design, Coding and Gaming, and Media Making. In addition, participants will discuss the benefits of creating a local learning ecosystem, supported by a system of digital badges, which would propel students to reach their goals in school and in their future careers.*

***Educators, no matter the grade level or subject, should consider attending** as part of a delegation from their school or organization, and are encouraged to bring middle and high school students.*

*If you're interested in learning more about education ecosystems, digital badges, or learning pathways, the event will serve as a great introduction to these ideas!*

*If you any questions regarding the event, feel free to contact [staff] at [email].*

*Thank you,*

[NAME]

[CONTACT INFO]