

MODEL LETTER OF INVITATION TO SPEAK AT A CONFERENCE

Dear Mr/Mrs/Miss/Ms [Name and surnames],

We are contacting you in connection with [describe reason: project/programme/residency ...]
[If appropriate, name of project/programme/residency ...].

The [project/programme/residency...] consists of:

1. [Themes/Field]
2. [Cultural agents involved]
3. [Place, Dates]
4. Aims

With a view to [describe reason: project/programme/residency ...], we are pleased to invite you to speak at a conference to be held in [place] on [day] [month] [year] under the title [title]. The aims are [describe the aims] and the intended audience is (type of audience). Bearing in mind the nature of the activity as well as your own work and experience and professional reputation, we think that your participation would enrich the event. Your presentation should last for [number of minutes] on [theme on which the invitee is to speak].

The budget we have for your participation is [€XX.XX] (inclusive of VAT), which includes fees and subsistence, transport and accommodation (if appropriate) expenses.

[If there are to be more conferences]. During the [description: project/programme/residency ...] there will be [number of conferences] conferences:

- [Name of conference], in [place] on [day] [month] [year].
- [If necessary, expand the list to include all the conferences].

Should you be interested and available, I would be grateful if you could confirm as soon as possible, so that the conference programme can be finalised and sent to you as soon as possible so that you can have a look at the complete agenda in terms of content and participants.

Thanking you in advance,

Yours sincerely,

[Name and surnames of the representative]
[Post] [Centre]

[Name/code of project, as appropriate]