

LETTER OF INVITATION TEMPLATE TO TAKE PART IN A ROUND TABLE

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. [Theme/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 take part in a round table to be held in [place] on [day] [month] [year] under the umbrella of the seminar/cycle or activity [title of seminar].

The round table will discuss [describe in a general way the theme or subject matter of the round table] under the title [name of the round table]. 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. You should expect to present for up to [number of minutes] on [theme on which the invitee is to speak].

The budget we have for your participation in the round table is [€XX.XX] (inclusive of VAT), which includes fees and subsistence, transport and accommodation (if appropriate) expenses with taxes [included/excluded].

[If there are to be more round tables or 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 programme may be finalised and sent immediately so that you can see the complete agenda in terms of content and participants for the round table to which you have been invited.

Thanking you in advance,

Sincerely,

[Name and surnames of the representative]
[Post] [Centre]
[Name/code name of project, as appropriate]