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Inviting a keynote speaker sample letter

How do i write a guest speaker invitation letter. Speaker invitation letter example. How to write an invitation letter for a keynote speaker. Inviting a speaker letter sample.

Getting a speaker to come to your conference or seminar to give a speech begins with a carefully crafted speaker letter of invitation. Start here! If you're wondering how to invite someone to be a guest speaker at your event, we've got you covered! The perfect speaker invite letter will spark excitement in your first-choice speaker and inspire them to accept your invitation promptly and enthusiastically.

JCIB/G2L-001/11
2011

October 13,

Mr. / Ms

Sub: Invitation to join as a * Keynote Speaker* at Marketing 14th Batch BBA Completion Program 2011.

Sir,

The purpose of this letter is to formally invite you, on behalf of the students of 14th Batch, Department of Marketing at University of Dhaka to be the Key note speaker at the upcoming 14th Batch BBA Completion Program **2011** the theme for this year is **"Marketing of Agricultural Products"** on November 14th, 2011.

The seminar will focus on the following topics: 1) Current Situation of Agribusiness in Bangladesh 2) Problems and Solutions of Marketing of agricultural products, and 3) how technology affects the marketing of agricultural products.

For you information, Mr. / Ms _____ of _____ will be the Opening the program. The title of his/ her presentation is " _____ ?" We will forward a complete draft speaker program to you in a couple of weeks to give you an idea of the specific subjects that will be covered by the other speakers. Some noted persons are also agreed to be present.

We would be pleased and honored if you would consent to be our Keynote Speaker at the 2011

The secretariat will call your personal assistant in a week or so to follow up on this.

We will look forward to your being with us at _____ a.m. on said date.

Kind regards,

Md Shahid Uddin Akbar

In this blog, we'll detail everything you need to know about how to invite a guest speaker, from the earliest planning stages to drafting a formal speaker invitation letter. Once you have a completed, tiered list of potential guest speakers, create a general timeline for sending out your invitations. You should begin contacting potential speakers well in advance of your event, on the order of months or even a year beforehand. A phased approach is the wisest plan of action, and should look something like this: Send Out First Choice Invitations: Your first round of invitations should focus on your first-choice speakers. For especially sought-after speakers, it is important to notify them of your interest early to better your chances of fitting into their busy schedule. Wait for Replies: Decide on a set window of time during which you will wait for replies from your first-choice speakers. As your designated window starts to come to a close, feel free to send a gentle nudge to those who have not yet replied. If/when a speaker declines your invitation, send a gracious thank-you for considering it and move on. Assess & Send Out Second Choice Invitations: If a first-choice speaker replies to your invitation and accepts, congratulations! If not, once you've received responses from all your first-choice speakers, take a look at your list of second-choice speakers and send invitations to them. Rinse & Repeat! Once you've sent another batch of invitations, you'll repeat the "wait and reply" process until you receive an acceptance. If you're lucky, you won't have to look far beyond your first few second-choice speakers to get that exciting acceptance! It's important to have a realistic budget planned well in advance of sending your speaker invitations - after all, it would be tragic to get an acceptance from your first-choice speaker only to realize you can't afford them! Do some research about the cost of hiring the speakers you're interested in and the typical price range for a speaking engagement of your type, length, and topic. If you can offer additional perks to a potential speaker that may "sweeten the deal," be sure to mention that to their agent or booker. The lists have been made, the timeline has been set and the budget has been squared away - you're ready to approach potential guest speakers! So, what's the best way to do it? These days, email is the quickest and most direct way to contact prospects and therefore tends to be the preferred method for many popular speakers. A guest speaker's website may list an email address or have a fill form available to reach out regarding guest speaking opportunities. If an email address is listed, be sure to double-check who will be receiving the email, as it often will not be the speaker themselves. Sought-after speakers usually have an agent, manager, or publicist handle inquiries rather than deal with them directly. Make sure you know the first and last name of the person on the other end of your email before addressing your letter to them - otherwise, a simple "To the [SPEAKER'S NAME] team," will do just fine! A guest speaker invitation should include information relevant to the speaker regarding the event and speaking opportunity. It's important that the speaker understands why they might be a good fit for your event, and why it could be beneficial to add your event to their calendar of appearances. More than that, though, your first interaction with a potential speaker should include the basics: What, when, where, and why. Core Components of a Speaker Invitation: The name, date(s), and venue of the event The topic, theme or focus of the event Reasons why they would be an ideal speaker for your event Why it would benefit them How they can contact you Invitation to Speak at a Conference Template Below is a template for inviting a guest speaker that you may use to invite speakers to your conference, seminar or other corporate event. For each area in [brackets], sub in the details of your event. Feel free to customize this template to include additional information or personalization as you see fit! Dear [SPEAKER], I hope this message finds you well! I'm reaching out today with an exciting speaking opportunity for your consideration. I am honored to invite you to speak at [EVENT NAME], an event focused on [DESCRIPTION OF THE PURPOSE AND AUDIENCE OF YOUR EVENT.] The entire [EVENT NAME] team is enthusiastic about your work and feel you would be the perfect person to address our audience of like-minded professionals.

Sample Business Letter - invitation (for a speaker)

Desira Sanchez
Director, Media Marketing
Animator Audio & Animation
233 Rock Drive
Los Angeles, CA, USA
91023
(916) 222-1123

October 20, 2011

Dear Ms. Sanchez,

On behalf of the Anime Extravaganza Executive Board, I would like to invite you to be a keynote speaker at this year's Annual Anime Extravaganza.

As you are a well-respected member of the anime community, and have been highly regarded in your field, it is natural that we would wish to extend an invitation to you to participate in our conference. Your expertise and recent projects would lend valuable insight to our event, and I am sure that even those who are not followers of your work will enjoy the opportunity to hear you speak.

The theme of this event will be "Active Participation in Anime Art," and we would be delighted to hear your experience of your recent collaborative work in low-tech anime development. The other keynote speakers will be Steve Carmel, creator of X-Men, who will present on online collaborative story-telling, and Shari Taylor-Kim, who will be introducing online comics from South Korea. Pre-registration shows that there are already over 1500 guests who will attend, and we anticipate many more.

It would be a great honor for us if you accept this invitation to be a keynote speaker for the 2011 Annual Anime Extravaganza.

I will call you within the week to follow up on this letter.

Yours sincerely,

Maxine Tantor
Executive Director
Anime Extravaganza Board

[EVENT NAME] will take place in [VENUE, INCLUDING CITY AND STATE] on [DATE(S)]. We are currently anticipating an audience of about [ATTENDEE ESTIMATE #]. Our goal is to [GOAL OF THE EVENT.] We believe your voice would be a critical addition to that conversation given your extensive work in [AREA OF EXPERTISE.] Your talk could be up to [#] minutes on any themes or topics you're interested in - our team would be delighted to work with you in advance to hear your ideas and determine the particulars of your speech. Please let us know by [DATE] whether you may be interested in joining us at [EVENT NAME] as a highly-anticipated speaker. Thank you for your time and consideration, and we very much look forward to hearing from you. Best, [NAME] [POSITION] [CONTACT INFORMATION] [EVENT WEBSITE] Inviting a Speaker for a Webinar If you are inviting a speaker to a webinar or other video-call-based event, it's important to make that clear in your initial invite letter. In the example template above, you may modify the first line(s) of the second paragraph like so: [EVENT NAME] is a virtual event that will take place on [DATE(S)]. Your speech would be streamed live to an audience of about [ATTENDEE ESTIMATE #] virtual attendees from all over the [STATE, NATION, WORLD, etc.] If you are inviting a guest speaker to be the keynote speaker at your event, your formal speaker invitation letter should convey the prestige of that position. Be sure to state early in your letter that your organization would be honored to host you as the keynote speaker of your event and detail your appreciation for the speaker's body of work. This is an ideal opportunity to express genuine admiration for specific papers the speaker has written or previous speeches they've delivered. Do not be overly effusive or casual, but do add some personalization to your invitation to help the reader see that you truly understand their unique impact on their area of expertise. Because the title of keynote speaker is typically held in high regard, make sure to state toward the end of your letter what compensation, if any, your organization can offer the speaker, in addition to any other relevant perks, like travel and accommodation costs covered by your organization, meals covered, etc. You've found the perfect speaker - now what? Time to get them on stage at the Heritage Center! Our experienced team of event planners can help you mount an extraordinary corporate event featuring your guest speaker. With our wide variety of event spaces, full suite of AV equipment and tech, and hands-on support throughout your event, you can rest assured that your conference or seminar will be one to remember! Contact us today to get started! At events, it is common to invite a guest speaker who is an honorable invite. These individuals are torchbearers in their industries and are spokespeople for their character. Inviting them through a letter is one of the preliminary steps in this regard. While writing may sound easy, this is polite, formal communication. More importantly, it is a request to an esteemed guest. So it must be written in the most dignified manner. Read further for some insights on how to do this! ■ Now that you know the importance of a quest of honor and what they signify at an event, the following questions might pop up in your head. ? What must you include in this invitation letter? What is the tone and style of writing the letter? What are some must-haves you should include without fail? Rest assured, these are some very common questions that pop up, and we've got you covered- with the answers. □ First, follow these introductory tips, and then we can look at a few topical tips on writing a guest of honor invite letter - to perfection! The tone of your letter must be polite and formal. The receiving party of this letter is an esteemed individual in their profession or field. This means the language and tone should be of the most dignity. □ Ensure you maintain an honorable consistency in the language you talk in. Informal language is an absolute no in this regard. Use language that is professional and keep the letter concise and consistent. Remember that the letter is a request toward an individual. The main body must outline a request. Talk about how it would be an honor to host the guest speaker. ∞ Maintain an engaging writing style throughout. Talk about the location of the event, what you would like the guest speaker to talk about, and other important details. ✓ Give a concise and clear introduction about yourself and the event. This gives the honorable guest context, and they can get in touch with you if they have questions! ▲ Here are some more intrinsic tips on how you can write an actionable and engaging guest speaker invitation letter to bring in a guest of honor.

LETTER OF INVITATION - GUEST SPEAKER

[City / Country Town Name] Liquor Forum
[Street Address]
[City/Town] VIC [Postcode]

[Date]

[Mr/Ms/Dr./Prof.] [First Name] [Second Name]
[Title]
[Organisation]
[Street Address]
[City/Town] [State] [Postcode]

Dear [Mr/Ms/Dr./Prof.] [Second Name]

INVITATION TO SPEAK AT THE [CITY / COUNTRY TOWN NAME] LIQUOR FORUM

I would like to invite you to speak at the [City / Country Town Name] Liquor Forum on [date] at [time] at [venue]. The [City / Country Town Name] Liquor Forum is representative of local licences, local Victoria Police Liquor Licensing Inspector and local council. The [City / Country Town Name] Liquor Forum is committed to improving safety and amenity and reducing alcohol-related harm and anti-social behaviour in [city, country town or municipality name].

On behalf of the [City / Country Town Name] Liquor Forum, I have enclosed a copy of our liquor accord document (if applicable) that outlines our practical strategies to improve the operation of licensed premises, reduce alcohol-related harm and promote our community as a safe and enjoyable place for residents and visitors.

Members of the [City / Country Town Name] Liquor Forum are interested in learning about [insert specific subject area of speaker].

I would be pleased if you RSVP your availability to attend as our guest speaker on [date] to

Start with a polite salutation The salutation is one of the most impactful elements of a letter since it is what is the beginning of the letter. A well-crafted salutation that is polite always lays the foundation for a great letter. Introduce yourself and provide context In the body of the letter, introduce yourself by mentioning your name and providing context about who you are and the organization you are in. State the party you are representing and provide context to your letter. Provide more information Next, describe your event and organization and provide more details of when and where it is being held. Express an honor the organization will experience if the guest you are writing to is available at the event. Appreciation and admiration Talk of the various work and accomplishments of the guest of honor/speaker.



April 22, 2019

Mr. Douglas Shuman, IRS Commissioner
Internal Revenue Service
1111 Constitution Ave NW
Washington, DC 20224

Dear Mr. Shuman:

Planning for this year's IRS/DEAF Leadership Development Conference is well underway. We anticipate the district event will be bigger and better than ever. The Conference Planning Committee is coordinating a series of guest keynote presentations, a job fair and exhibitions for a three-day conference in August 10 - 12, 2019, at the Robert G. Sikes Community Center for the Deaf & Hard of Hearing in Tallahassee, FL. We would be honored to have you as our IRS Executive Speaker from 8:00 to 9:00 A.M. on Wednesday morning August 11.

Our goals for the conference are simple yet bold:

- 1) To provide a forum for the intellectual exchange of ideas and for leadership and professional development.
- 2) To create a high level program that recognizes the wisdom, experience, leadership, and resources to work in concert to achieve our strategic goals.
- 3) To highlight the accomplishments of IRS/DEAF leaders and members through discussions, panels, and leadership exploration.

In keeping with the thrust of your recent directive, we've selected 2019 and Beyond: Empowerment in the Next Decade as our theme for this exciting occasion. Our event is structured such that IRS/DEAF issue-specific workshops, interactive discussions and presentations will be held concurrently. IRS/DEAF conference attendees will attend together for the plenary sessions.

We are proud to be part of the Service-wide effort promoting workforce awareness and professional development. This effort benefits members of both organizations and supports greater participation and inclusion of employees with disabilities. If possible, we would appreciate a Commissioner's Letter of Support of the conference in our program book.

Should you not able to attend the conference, please feel free to ask one of the Deputy Commissioners: Mark Ernst or Jennifer L. Smith for more information. We look forward to hearing from you. Your understanding and participation is greatly appreciated. We look forward to hearing from you.

Sincerely,

Jon B Bishop, IRS/DEAF National President
202-263-0777
President@broad.org

cc: Conference Planning Committee
BEOC Office

Tell them why you are choosing them to be the guest of honor at the event. Be sure to make the invite in this paragraph and mention your call to action. Include contact details Include basic contact details like your name, location, and phone number so the guest of honor can contact you and can also request more details or demand more information if they wish to. This also keeps you in direct contact with the recipient. Strong closing salutations Write a sincere closing salutation expressing your warm regards. Also, write how you look forward to hearing from the recipient and seeing them at the event. A strong and polite closing salutation is a great way to end a letter and adds flair to it. All of these elements make a great invite to an honorable guest. Make sure you incorporate all tips and write a short, concise letter that is respectful and actionable. Template: 1 To, [Name of the recipient], [Address], [Date], Sub: Letter of Invitation for A Guest Speaker Dear Sir/ Madam, We are delighted by having the opportunity to invite you as a guest speaker in our school seminar to enlighten our precious students regarding the subject [mention details]. They will be honored to have been able to share your experiences and opinions. Our workshop is on [mention details]. This workshop will take place at [place name] on [date] from [mention time]. Our workshop provides Audiovisual works as well as articles and books. We hope you will accept our request for this invitation and help our students to gather knowledge. In any case, if you are unable to attend we humbly request you to give us small information. You can contact us in the No. [Phone no.] We hope that we will benefit a lot from your presence. Thank you very much, Regards, [Sender's name] [Organization name] Download Template : (pdf, docs, ODT, RTF, txt, HTML, Epub, Etc) Template: 2 To, [Name of the recipient], [Address], [Date], Sub: Invitation letter to speaker for webinar Respected Sir/ Madam, I, [mention your name], a [mention your post], am writing this letter on behalf of [mention the name of the institution] to invite you to this [mention the name of the webinar] as a speaker. The webinar will take place on [mention the date] at [mention the time]. It is known to one and all that your achievements in the field of [mention the department or subject], right from [mention the list of achievements, neatly, point by point, using bullets] are huge. Your sincerity and determination have taken you to this position today and it will be no less than an honor if you can kindly educate our students on [mention the topic]. By sharing your views, you can motivate them to do their best, and knowing you will be the speaker, each and every student of our institution is excited. They look upon you as their role model. If you want, while doing the webinar, you can refer to any source you like, be it some book or internet information. I am looking forward to a positive response from you, but in case you have prior commitments then I would like to request you to kindly let us know about that by mailing at [mention your email ID] or by calling at [mention your contact no.]. Once again, I am sincerely hoping that you will accept our invitation and share your valuable insight on the topic and our students will be able to learn from your approach and views, not just on the topic but on life as a whole. Thank you very much, Regards, [Sender's name] [Organization name] Download Template : (pdf, docs, ODT, RTF, txt, HTML, Epub, Etc) Template: 3 To, [Name of the recipient], [Address], [Date], Sub: Invitation letter to speaker for the webinar Respected Sir/ Madam, On behalf of [mention the name of the institution], I, [mention your name], a [mention your designation] am framing this invitation letter to ask you to kindly be the speaker of our webinar. The subject is [mention the name of the subject], which is a very prominent topic these days and the date is [mention the date], while the time is [mention the time]. The webinar also has the facility of [mention them] for you. It is known to one and all how you managed to achieve this post today. With your sincerity, great academic qualifications, and strong determination, you have made notable achievements in the department of [mention the topics] are well-known. Your last take on [mention the subject] on [mention the date] with the [mention the name of the institution] was a massive success. Everyone looks up to you and takes you as a figure of inspiration and we are proud of you. If you can kindly share your viewpoints on the above-mentioned topic, then our students will be able to understand its importance more and will be able to learn from you as well. I am aware that you have a busy schedule, but still, I am hoping that you will be able to attend it and educate our students. It will truly be a pleasure for all of us to have you as an honorable speaker. If by chance you are not able to attend it then please inform us via calling at [mention the contact no.] or mail ID [mention the email ID]. Thank you very much, Regards, [Sender's name] [Organization name] Download Template : (pdf, docs, ODT, RTF, txt, HTML, Epub, Etc) Template: 4 To, [Name of the recipient], [Address], [Date], Sub: Invitation letter to the speaker for the webinar Respected Sir/ Madam, With this letter of invitation, we would like to ask you to kindly be our honorable speaker for the webinar, that is going to take place on [mention the date] at [mention the time]. The topic is going to be [mention the topic]. A total of [mention the no. of attendees/students] will be attending it. We are glad to share with you that this webinar is one of the most anticipated ones as each and every student of [mention the name of the institution] is expecting to hear from you with bated breath. You are one of the most respected and prominent figures to them and they look up to you to achieve the position in which you are in today. All of us have heard about your achievements, starting from your first [mention them all, in an organized manner, but remember to be precise and don't go into long details]. Your last [mention it] with [mention the name of the institution] was a truly admirable one. It will be an absolute delight for all of us if you can share your opinion on the matter stated above. For you, the webinar also holds the facilities of [mention them]. We will be waiting for your positive response, thus hoping you to make this webinar a truly successful learning session for our students. Please let us know, in case you are unable to attend it. You can mail at [mention the email ID] or you can call at [mention the no.]. Thank you very much, Regards, [Sender's name] [Organization name] Download Template : (pdf, docs, ODT, RTF, txt, HTML, Epub, Etc) Template: 5 To, [Name of the recipient], [Address], [Date], Sub: Invitation letter for the webinar Respected Sir/ Madam, With extreme pleasure, I am writing this letter to invite you, Mr. / Miss / Mrs. [mention the name] to be the guest speaker for the webinar of [mention the name of your institution]. It is going to take place on [mention the date] and the duration will be [mention the time]. The topic is going to be [mention it]. We have even kept [mention the facilities] for you, taking care of your convenience. The above-mentioned topic is one of the most crucial topics, your views on which can greatly educate our students, increasing their horizon of knowledge. Moreover, coming from a super successful and known personality like you, whose achievements like [mention them in a neat and precise manner, without going to unnecessary detail] are noted worldwide, can further be beneficial for them to grow in life, learning from your viewpoints. All of us are still in awe of the way you delivered your last presentation on [mention the date]. We would like to tell you that it was a truly remarkable one and all of us have been following each and every presentation of yours. You hold a very innovative approach to the subjects, something that is really admirable. Your presence alone can make a whole lot of difference. All of us are sincerely hoping that you will accept this invitation, therefore looking forward to your positive reply. In case, you are unable to, then it will be a request to please inform that via call or mail. You can mail at [mention the email ID] or call at [mention the contact no.]. Thank you very much, Regards, [Sender's name] [Organization name] Download Template : (pdf, docs, ODT, RTF, txt, HTML, Epub, Etc) Similar Posts: Webinar Invitation Letter Sample: 4 Templates How to Write Sponsorship Letter: 47 Templates 10+ Thank You Letter to Guest Speaker Templates Event Invitation Letter Example: 4 Templates Declining an Invitation Letter: 4 Templates Letter to Decline an Invitation to Bid: 5 Templates Chief Guest Invitation Letter: 4 Templates Judge Invitation Letter: 4 Templates Alpha Kappa Alpha Graduate Chapter Invitation Letter : 8 Templates Apology Letter for Rescheduling: 10 Templates Was this article helpful? "Business, marketing, and blogging – these three words describe me the best. I am the founder of Burban Branding and Media, and a self-taught marketer with 10 years of experience. My passion lies in helping startups enhance their business through marketing, HR, leadership, and finance. I am on a mission to assist businesses in achieving their goals."