INSTRUCTIONS

Organizational Readiness Strategic Summit SAMPLE INVITATION.TMC 9-2015

This is a template that can be used to invite participants to a strategic summit. Text in brackets and highlighted in yellow should be customized for your program.

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Dear Colleagues,   
  
You have been hand selected to participate in the first [LOCATION] [TITLE OF PROGRAM – e.g., Organizational Readiness Strategic Summit] to help envision our workforce needs for the future. We need your unique leadership experience, perspective, and creative ideas to help make this collaborative initiative a success.  Through active dialogue at the Summit, you will contribute to the creation of a vision for organizational readiness at [LOCATION].

***The [Summit] will be held in the [LOCATION] on [DATE] from [TIME] with a [OPTIONAL OTHER ACTIVITY – e.g., networking social from 5:00 p.m. - 6:00 p m.]***In the next few days, you will receive an online invitation from [PROGRAM SPONSOR] with logistics and details.  After viewing it, please RSVP by selecting the "RSVP Here!" at the bottom of the invitation page.  All Summit invitees will also receive a short pre-Summit survey, the results of which will be shared on [DATE].  
  
The Summit is sponsored by [PROGRAM SPONSOR] and co-sponsored by: [PROGRAM CO-SPONSORS]

We look forward to collaborating with you at the Summit!  
  
With warm regards,

[SPONSOR LEADER NAME AND TITLE]