CORE EVENTS EMAIL 6 – Alumni Forum INVITATION

Subject: **RSVP Required:** [SERIES] **Leaders** [DATE]

Hi [FIRST NAME],

You are invited to join us at the next Alumni Forum on **[DATE],** which will focus on [subject].  This facilitated forum will explore [subject] and be delivered to ensure plenty of opportunity for questions, discussion, and new ideas.

There will also be plenty of networking time with your fellow Alumni Members and the wider [Series] Leaders community. We accept **one RSVP per company for the Alumni Series events** to make sure as many companies can be represented as possible. These RSVP’s will be accepted on a first come, first-served basis until full.  You will need to click the following link to confirm your attendance prior to **[DATE].**

Insert RSVP link here

**GENERAL EVENT DETAILS**​

**Date**: [DATE]

**Time**: [TIME] for a [TIME] start. Concludes at 6.00pm. Please arrive at least minutes beforehand.

**Venue**: [VENUE]

**Location**: [LOCATION]

**Dress Standards:**

**Men:** Smart standard or business attire. Suit jacket is essential. (Tie optional);   
**Women:** Similar smart standard or smart business attire.

**CONNECT EVENT**

* **Advisory Board Host**: [HOST NAME];
* **Leaders Insights**: [COMPANY] , [COMPANY], & [COMPANY];

Networking time will be provided before and after the Insight Addresses.

**WHAT ELSE DO I NEED TO KNOW?**

* You will only be able to attend if you have RSVP’d before the day.

### ****COVID-Safe Practices****

* We ask that you please be mindful of the current requirements that are in place to minimise health risks. We will have all appropriate hygiene and distancing practices in place and ask that you please do your part on the day to support this.
* Please do not attend this event if you are showing any cold or flu like symptoms or have been to a location subject to a public health alert during the times applicable in the past 14 days.
* If you are not able to attend this event as a result, please email [Series Email Address]

I look forward to seeing you at the event.

Kind regards,

[LICENSEE NAME]