

Email templates for speaker invitations

First contact email:

Subject: Speaking invitation – Green Music Network Meeting

Hi {Name},

We're hosting a Green Music Network Meeting in {City} on {date} about {theme}.
Would you be interested in joining us as a speaker?

It's a mix of organisers, city people, and industry experts. The format is short and practical – sharing real cases and challenges. We'll cover travel and hotel.
If this sounds interesting, I can send you the details.

Best,
{Your Name}

General invitation email to speakers:

Subject: Invitation to join as a speaker – Green Music Network Meeting

Hi {Name},

We're putting together a Green Music Network Meeting in {City} on {date}. The focus for the meeting is {theme, e.g. sustainable food at festivals / disposable-free events}. We'd love for you to join us as a speaker. The idea is simple: share a few hands-on lessons, a challenge or two, and one concrete case from your work. Short and practical works best.

The basics:

- **Format:** {talk / workshop / panel}, around {XX minutes} + Q&A
- **Audience:** mix of organisers, city reps, suppliers, and experts
- **Hybrid:** people will join both online and in person
- **Travel:** we cover your travel and hotel (standard, up to 4★)

If you're up for it, we'd ask you to send us:

- a short bio (100 words) + a photo
- your session title or focus
- any tech needs
- slides (if you have them) a week before the meeting

It would be fantastic to have your voice in the room.

Could you let us know by **{RSVP date}** if you're interested?

Looking forward to hearing from you!

All the best,
{Your Name}
{Title}, {Organisation}
{Phone} | {Email}