

Email templates for speaker invitations

First contact email – speakers

Subject: Speaking invitation – Workshop on Climate Action

Hi {Name},

We are hosting a workshop on climate issues connected to the live music industry and events in {City} on {date}. The workshop will focus on {theme, e.g. sustainable food systems / disposable-free events}.

The programme will highlight case studies, hands-on workshops, networking, shared tools, and sector-wide challenges. Would you be interested in joining as a speaker? It is a physical event bringing together organisers, city leaders, businesses, and experts from different countries. The format is short, practical, and based on real cases.

If this sounds interesting, I can share more details.

Best,
{Your Name}

General invitation email – speakers

Subject: Invitation to speak –Workshop on Climate Action

Hi {Name},

We are preparing a workshop on climate issues connected to the live music industry and events in {City} on {date}. The workshop will focus on {theme, e.g. sustainable food systems / disposable-free events}.

The programme combines case studies, interactive workshops, networking, shared tools, and open discussions on sector-wide challenges. We would love for you to join as a speaker. The aim is simple: share one hands-on lesson, a challenge from your work, and a concrete case study. Short and practice-focused works best.

The basics

- Format: {talk / workshop / panel}, {XX minutes} + Q&A
- Audience: organisers, city representatives, businesses, and experts from across

Europe

- Event: in-person only
- Travel: we cover speaker fee and travel costs (if applicable)

If you join, we'll need:

- Short bio (100 words) + photo
- Session title or focus
- Any tech needs
- Slides (if used) one week before the event

Could you let us know by {RSVP date}?

It would be fantastic to have your input at the workshop.

All the best,

{Your Name}

{Title}, {Organisation}

{Phone} | {Email}