

Selected sample emails, from CIS projects:  
Sample invitation to present:

Dear Dr. NAME,

I lead the [project name] working group at UC Riverside, and on behalf of the group, I'm writing to invite you to speak on campus on Friday, May 17, 2019. The day's activities would include an opportunity for you to give a talk on your current research and then conduct an open workshop (i.e. being a respondent) to new, chapter-length writing by NAME (department) and NAME (department). Our schedule would be roughly 12-6pm, including lunch and dinner. We value your research, and we think that your expertise would be a great match with our group members.

We would like to offer you a modest honorarium of \$400 (plus UC benefits), travel, and two nights stay at a nearby hotel.

Thank you for considering this invitation, and we look forward to hearing from you.

Best wishes,  
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Sample follow-up, one guest has accepted:

Dear NAME,

I'm delighted that you are willing to come to UCR to workshop new writing by two of our colleagues! I have CCed here Katharine Henshaw and Jessica DiFilippo, our fantastic facilitators at the Center for Ideas and Society, which has been housing our working group. They will assist with your honorarium, travel, and accommodations.

Would you let us know if you have special dietary or ability needs?

Thank you, and please feel free to ask any additional questions.

Warmly,  
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## Sample logistics email

Dear all,

I would like to share some preliminary logistics for our upcoming TITLE workshop Fri. Feb 1-Sun. Feb 3.

### **Arrivals and Departures**

You are all coming and going on different days and from different airports. Katharine and Jessica at the Center for Ideas and Society at UCR, who are hosting our event, are working right now to coordinate ground transportation for you. We will write to each of you individually soon with those details.

\*\*\*If you do not need airport pickup or drop off, please let me know ASAP.

### **Hotels**

You will all be staying in beautiful downtown Riverside at the Mission Inn Hotel and Spa (3649 Mission Inn Avenue, Riverside, CA, 92501).

### **Schedule**

As mentioned in a previous email, NAME has kindly agreed to give a talk about [her new book](#) at UCR from 2-3:30. If you are arriving in time and would like to join, please let me know so I can arrange to get you to UCR in time. I'll send the poster for that talk next week.

-Friday evening we will convene at 6pm for an informal first session over dinner at a restaurant in the Mission Inn.

-Saturday morning we will leave the hotel around 9:40 to arrive at UCR by 10am. The plan is to have three sessions Saturday (10am-12pm, 1-3pm, 3:30-5:30pm) devoted to presentations and group discussions of 3 papers at a time. We will provide rides to and from.

\*\*\*We will soon be in touch with us with grouping of papers and with other instructions for sessions.

-Saturday evening we will have dinner at the Mission Inn and continue our conversation as long as we like there.

-Sunday morning we will convene at the Mission Inn for an informal breakfast at 8:00am, though some of you will have to be on your way already by that point.

More details are to follow. Please don't hesitate to be in touch with any questions. I am really looking forward to welcoming you all here so soon.

Sincerely,

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## Sample hosting email:

Dear all,

I am so happy to be welcoming you all to UC Riverside in the coming days.

Here are a few notes on logistics for Friday:

-From what I understand, you will all be arranging your own transport to the hotel: The Mission Inn Hotel and Spa (3649 Mission Inn Avenue, Riverside, CA, 92501).

-We will be meeting for dinner on Friday just a 4-5 minute walk from your hotel, at the NAME. Please meet in the lobby of the hotel at 6:30pm (our reservation is for 6:45). In case I forget: we will cover all the meals, but please note that the UC forbids us from paying for alcoholic drinks from public funds.

-If you get to hotel early and would like to stretch your legs, you could wander around quaint downtown Riverside (coffee shops and the like) or else find Mt. Rubidoux in google maps and head up to the peak (about 45 minutes walk there and back from the hotel, with nice paved easy walkways all the way to the top, great views of the inland valleys and nice neighborhood walks to get there from the hotel).

-I'm sure most of you know SoCal well, but a reminder that this time of year the days can be quite hot (in the 70s) and then drop to the 50s in the evening. Unfortunately it looks like there is a little rain in the forecast and it will be cooler this weekend, so please pack appropriately.

My cell is xxx-xxx-xxxx. Please call anytime day or night with questions or if you have any trouble on your way to Riverside.

See you soon and safe travels,

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