

Dear Friends and Colleagues,

We are looking forward to seeing you for EVENT on DATE.

You are receiving this email because you are registered for EVENT. Below are some important updates, please let us know if you have any questions!

1. Logistics -- When and where (map and directions)
2. Morning Plenary Start Time (9:00 am sharp, registration starts at 8:30 am)
3. Participant List (opt-out)
4. Display Tables and Materials
5. Payment for EVENT
6. EVENT Agenda
7. Post-EVENT Gathering
8. Contact Info for Questions

1. Logistics: EVENT will take place at LOCATION. MAP LINK
Location:
EVENT ADDRESS

Our on-site contact phone number will be XXX-XXX-XXXX.

2. Morning Start Time: Our morning session will start promptly at TIME.

Registration, continental breakfast/coffee, and socializing will start at TIME

3. Participant List: We would like to provide you with a list of everyone attending EVENT. We know this will be an excellent way for you to keep track of the many wonderful people you'll meet, but we also want to respect everyone's privacy preferences. If you prefer that we do NOT disclose your basic contact information (name, organization/affiliation, and email address only), please let us know at info@EVENT E-mail. We will announce this again on the day of the event, and will not distribute the contact list until the week after the gathering.

4. Display Tables and Materials: We will have some space available for you to display any materials, organization flyers, or literature for projects you are involved in.

5. Payment for EVENT: If you have not officially registered at EVENT REGISTRATION SITE, submitted payment, or made other arrangements to cover your registration, please do so now. Because registration is filling up fast, we may be unable to accommodate walk-ins without registration. If you have not submitted payment, please bring your check to us at EVENT or pay online at EVENT REGISTRATION SITE. We appreciate your cooperation and thank you!

6. Final agenda: Latest agenda information can be found at EVENT REGISTRATION SITE. We are close to finalizing the agenda for the day and are coordinating with all of you who have so generously offered to share your knowledge and expertise as facilitators. NAME will be in touch with facilitators separately; thank you for your energy and enthusiasm!

The day will look as follows:

EVENT SCHEDULE

7. Post-EVENT gathering: We are hoping that you will join us for post-EVENT drinks at LOCATION!

8 Contact info: If you have any questions in the meantime, please do not hesitate to be in touch. We can be reached at XXX-XXX-XXXX, EVENT E-mail or xxx @ xxxxxx

We look forward to seeing you all at EVENT

NAME, NAME, OTHER EVENT ORGANIZERS
The EVENT Planning Group