IEEE Speaker Invite

Dear \_\_\_\_\_\_\_,

On behalf of IEEE, I am pleased to invite you to participate in our **“[Name of Event Here]”** that we will hold virtually on **[Date & Time]**.

IEEE is hosting a one-hour event entitled **"[Name of Event Here]"** to **[Description of Event]**.

As a speaker, you will be showing your support for IEEE and these important topics, while also offering your expertise to educate the public on **[the topic, eg. conference business and resources, etc.]**.

If you accept our invitation, we request the following:

* Respond to this invitation in writing by [two weeks prior to live broadcast date]. You can direct your response to **[Email]**.
* Provide your photo (headshot), brief bio, Gmail address, and Twitter handle by [one week prior to live broadcast date].
* Return a signed Speaker Agreement with image release by [one week prior to live broadcast date]. The Speaker Agreement is attached for your review [attach Speaker Agreement to this email].

I hope you will accept this invitation to speak and contribute to what will surely be another successful IEEE event.

Sincerely,