***You may use the template below to build your invitation or draft your own, but your email should include:***

* ***An introduction to you and your research***
* ***What interests you about their work and how it’s relevant to the WSA***
* ***A brief explanation of the WSA***
* ***Details about the format of the seminar series, including whether the speaker would be happy for their talk to be recorded or not***
* ***Next steps: ask them to confirm whether they are willing to participate and confirm their availability***

## Email template

**Subject line:** GW4 Water Security Alliance: Speaking engagement request

Dear [Invitee name],

I am a [postgraduate student/postdoctoral researcher] based at [Cardiff University, University of Bath, University of Bristol, University of Exeter]. My research aims to [briefly describe project, 2 sentences max].

On behalf of the GW4 Water Security Alliance seminar planning committee, I would like to invite you to participate in our speaker series. [2 sentences max about why you are interested in their work and what makes it relevant to the WSA audience] These seminars are attended live by a blend of researchers, stakeholders, and early career postgraduate students and postdoctoral researchers, and the recordings are promoted and archived by the GW4 Alliance. If you have any concerns about recording your talk, please let me know.

The [WSA seminars](https://gw4water.com/events/gw4-wsa-webinar-series/) take place Thursdays at lunchtime from 1-2pm, and include an introduction by the chair, a 40-minute presentation by the speaker, followed by 15-minute moderated Q&A and discussion session. The seminars are delivered in a hybrid format, with presenters and attendees in-person and online. Talks will be streamed live via Zoom to remote participants. I would be delighted to host you in person at [your home institution] or virtually via Zoom. The following dates are available:

If you would be willing to contribute to this series, please reply to confirm, including any dates you could accommodate.

Kind regards,

[your name and institutional affiliation]