Event invitation (template)

Email subject line: Invitation | Event name | Date

Email preview text:

<<Insert banner graphic>>

You are personally invited to attend a lecture/seminar with speaker name, speaker job title, speaker organisation.

**Event name**

**Date:** Day Date Month Year **Time:** 24-hour clock should be used i.e.17.30 – 18.30 GMT **Venue:** Room, Building, Campus, Imperial College London, Postcode and online via YouTube/Microsoft Teams/Zoom

Register to attend the event <<insert registration link>>

**Summary**

Short summary description of your event topic

**About the speaker**

Short speaker biography

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