**Below are two email templates that can be used to invite guest speakers to your events and/or seminar series. Please feel free to alter as needed, or include additional information such as websites, links, or other information about your event/series.**

**SINGLE EVENT INVITE:**

Subject: Invitation to UC Merced

Dear Dr. X,

I hope you are doing well. It is my great honour to extend an invitation to speak at the University of California, Merced as part of our upcoming event, **(NAME OF EVENT).** This will take place on **(DATE)** and we would hope to have you come speak from **(TIMES)** on your research about **(XXX).** This event is being organized by myself and (**CO-ORGANIZERS**) with the goal of (**EVENT INFO**).

We are happy to offer an honorarium for your visit and presentation in the amount of **(XXX).** If you are able and willing to join us, would you send an image for the event flyer as well as a title for your talk? We are finalizing the schedule, so would appreciate hearing from you by **(DATE).**

**If you will be presenting virtually, please provide the full physical address where your presentation will take place.**

We will follow up to arrange your setup for payment with our administrative team; for guests outside of the UC system, you can expect to be asked to provide a W-9 form. For guests within the UC system, we will work with your payroll office to complete payment and will need a contact provided to start the process.

 We hope you can join us and look forward to hearing from you soon.

Sincerely,

**XXX**

**SEMINAR SERIES INVITE:**

SUBJECT: Invitation to UC Merced

Dear Dr. X,

I hope you are doing well. It is my great honour to extend an invitation to speak at the University of California, Merced as part of our upcoming seminar series**, (NAME OF EVENT).** This event is being organized by myself and (**CO-ORGANIZERS**) with the goal of (**EVENT INFO**). Our seminars typically held from **(TIMES)** and are a 40-45-minute talk followed by discussion. We would hope to have you come speak on your research about (**XXX)**.

Here are some available dates for this presentation:

**X**

**X**

**X**

We are happy to offer an honorarium for your visit and presentation in the amount of **(XXX).** If you are able and willing to join us, would you let us know if one of the dates listed will work for you? Also, would you please send an image for the event flyer as well as a title for your talk? We are finalizing the schedule, so would appreciate hearing from you by **(DATE).**

**If you will be presenting virtually, please provide the full physical address where your presentation will take place.**

We will follow up to arrange your setup for payment with our administrative team; for guests outside of the UC system, you can expect to be asked to provide a W-9 form. For guests within the UC system, we will work with your payroll office to complete payment and will need a contact provided to start the process.

 We hope you can join us and look forward to hearing from you soon.

Sincerely,

**XXX**