Invitation Template: Email Based

Subject: Invitation to Future Freight Flows Workshop at <Location. E.g. MIT> on <Date. E.g. Wednesday March 14, 2012>

Hi <name of invitee>,

You are cordially invited to participate in a Future Freight Flows (FFF) Workshop to be held at <Location. E.g. MIT> on <Date. E.g. Wednesday March 14, 2012> from <start time. E.g. 9:00 am> to <end time. E.g. 4:30 pm>. The FFF workshops are part of a national project funded by the National Academies Transportation Research Board (TRB) National Cooperative Highway Research Program (NCHRP).

The goal of this one-day workshop is to bring together a rich variety of freight stakeholders to evaluate <scope of workshop, e.g. State of Washington>’s long-range freight transportation infrastructure strategy and priorities under four diverse global scenarios. The workshop will employ a dynamic, interactive scenario planning method developed at MIT's Center for Transportation and Logistics. <Host organization, e.g. Washington State Department of Transportation> will host the workshop.

Participation at the Future Freight Flows workshop is by invitation only and is limited to **50** attendees.

Particulars:

Time: 9:30 am – 4:30 pm (registration @ 9:00 am)

Date: <Date. E.g. Wednesday March 14, 2012>

Location: <Location. E.g. MIT>

<Address. E.g. 1 Amherst St, Room E40-298>

<City, state, zip. E.g. Cambridge, MA 02142>

Registration: RSVP (no fee)

Attendance: Limited to **50** persons (by invitation only)

Due to your intimate familiarity with freight transportation and supply chain flows, your participation in the workshop would be greatly welcomed. We anticipate a broad turnout of shippers, carriers, planners, and other professionals and, as a result, provocative and productive discussions.

Please RSVP your participation via email to <email address for RSVP> as soon as possible. If you are unable to attend the workshop, I would appreciate if you could suggest an appropriate alternate from your organization. Please note that there will be some minimal preparation and read-ahead material for participants prior to the event.

I hope that you can participate in this important workshop.

Best,

<Email signature (name, address, phone number, etc.) of Workshop Project Manager>