Chapter Leader: Use this email template to invite someone

to speak at your chapter event.

Dear xxx:

I am writing you on behalf of the CUPA-HR [insert state or chapter area] Chapter. We would be delighted if you could speak during one of our sessions at our [insert name of event].

*(Introduce your chapter)*

The CUPA-HR [insert state or chapter area] Chapter provides opportunities for higher education HR professionals to connect with one another and to develop professionally by hosting conferences and webinars and offering an online community for collaboration. Our chapter supports the mission of CUPA-HR by integrating the association’s strategic priorities, values and code of ethics into our work.

*(Introduce your event programming)*

Our programming focuses on timely strategic issues that are impacting institutions and employees. These one-hour sessions share what high-priority topics should be of concern at institutions, how HR practitioners are tackling these issues and what steps should be taken now and into the future. It’s also a great opportunity for conference attendees to listen to a speaker and share ideas with one another.

*(Share event information)*

Our conference will be held in **city, state, date.** Our conferences average [insert number] attendees, who are higher education HR professionals located in [insert state or chapter area].

*(Share speaker discounts and/or any covered expenses)*

As an invited speaker, your conference fee will be waived, one-night hotel stay will be covered and travel costs will be reimbursed.

Please let me know by **[insert date],** if you are able to accept this invitation.

If you would like additional information or have any questions, please do not hesitate to contact me either by email [insert your email address] or by phone [insert your phone number].

I look forward to your reply and hopefully, your participation in our event!

Sincerely,

[INSERT NAME/PROFESSIONAL TITLE/INSTITUTION]

[INSERT BOARD POSITION], CUPA‐HR [INSERT CHAPTER NAME