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# Invitation letter template for conference

## INVITATION LETTER

2015 Water Korea Global Business Matching Program  
27 - 28 August 2015

It is our pleasure in inviting you as a buyer to the 2015 Water Korea - Global Business Matching Program held in Gyeongju, South Korea on 27th August 2015. WATER KOREA is the exhibition business meet companies of the water industry in Korea and is the platform through which water companies enter the Korean market.

Expand your business and stretch out to the Korea through Water Korea. Water Korea is preparing a variety of programs to assist the business activities of the participating companies and help to realize your partner's mutual needs. In particular, in order to support Korean companies and help to realize your partner's mutual needs, the Global Business Matching will be pre-arranged to facilitate communications during the exhibition period with potential buyers from China, south-eastern Asia, Americas, and Europe etc.

You would get your best business matching partner among a lot of great Korean companies and make great results out for both. Find out what new developments are in place to help enhance your international trade with Korea and the rest of the world. Come and meet water industry experts with worldwide connections.

Event Synopsis	
Title	2015 Water Korea - Global Business Matching Program
Schedule	27 <sup>th</sup> August 2015 (Fri.) Arrival in Seoul 28 <sup>th</sup> August 2015 (Sat.) : 2015 Visit WATER KOREA & Free Trade Consultation 27 <sup>th</sup> August 2015 (Fri.) & 11 Business Meeting 28 <sup>th</sup> August 2015 (Sat.) : Departure from Seoul
Venue	Hyatt Regency Seoul, Gyeongju, Korea
Hosted by	KWV (Korea Water and Wastewater Works Association)
Organized by	2015 Korea
Website	<a href="http://www.waterkorea.com">www.waterkorea.com</a>
Service Office	- One Roundtrip Air Ticket on Economy class - 2 nights Complimentary Hotel accommodation at Star-Grade Hotel - Airport Transfer service from the airport to appointed hotels and EXHIBITION - Free pass to Water Korea Exhibition - Complimentary Business Matching Service - Free interpreter service*for two days (20/21) - Access to local business VISIT CO program.

**The Application Deadline for Global Business Matching Program is 10<sup>th</sup> of July.**  
\*After successful application, an acknowledgment letter will be sent to you regarding the final booking.  
\*No return from registration or payment should be done by yourself; organizer will refund air fare on-site when you give your receipt of full payment to our staff. Refund will be the maximum of actual payment.  
\*Each COMPANY is invited to ONE SPONSORED ROOM at our hotel subject to a maximum of 3 nights.  
\*Event name and additional rights are required, the most detailed information is available on the application form.  
\*After we receive application, buyer will be chosen by document evaluation.

## REF: OFFICIAL INVITATION LETTER FOR TANZANIA-ISRAEL BUSINESS AND INVESTMENT FORUM (TIBIF) 2014 DELEGATES

Dear TIBIF 2014 Delegate,

On behalf of the **Kingdom Leadership Network Tanzania (KLNT)**, a network consisting of key leaders in various sectors and decision makers in the country, in partnership with **Tanzania Investment Centre (TIC)**, the principal agency of the Government coordinating, encouraging, promoting and facilitating investment in Tanzania and the lead adviser to the Government on investment policy and related matters, together with the **Tanzania Private Sector Foundation (TPSF)**, the umbrella voice and apex private sector organization promoting private sector-led social and economic development in Tanzania, with our International Co-host **Promoting International Collaboration (PIC)** from Israel, we are pleased to invite you to attend the Tanzania-Israel Business and Investment Forum (TIBIF) 2014 to be held on 17<sup>th</sup> - 20<sup>th</sup> March 2014 (9:00am and 17:00pm) at the Julius Nyerere International Convention Centre (INCC) in Dar es Salaam.

The forum is a one of a kind event that will convene business, investors, policymakers and industry leaders from various enterprises and institutions of all sizes, both national and international, in a 4-day exchange that fosters bottom up practitioner-driven business to business and business to government solutions for economic development. Given Israel's prominence in scientific and technological innovation for development, it is a privilege and unprecedented for Tanzania to host a forum with the unique focus of developing Tanzania, Israel and other countries economic and scientific partnerships, establishing alliances that will lead to national economic transformation.

The Program format includes: workshops, panels, Expert and practitioner talks that will also include networking, One-to-one business and development partnership negotiations, exhibition sessions, networking sessions, Business field tours and optional excursions. Delegates will have the opportunity to learn from extraordinary nationally and internationally acknowledged speakers. The Forum will engage business investment institutions operating in Agriculture, Mining, Financial services, Education, Infrastructure (Roads, Water), Construction/Property/Housing, Energy, Technology, Bioengineering, Manufacturing, Medicine/Health, Chemical Engineering, Retailing, Tourism, Communications, Computing, Textile and Apparel.

We have requested the President of the United Republic of Tanzania to be the Guest of Honour as well as the presence of various key Government Ministers, Foreign Ministers, Diplomats, and prominent Businessmen, Entrepreneurs, Manufacturers and Leaders from the continent and beyond. We hereby attach a summary of this unique forum, Program, Tanzania Investment Centre book guide 2013-14 and International Participant Information which further elaborates the nature of the meeting to which we

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Most respectfully,

From:  
**Cecilia Dobson**  
Conference Chairperson  
In Tech Conference  
2773 Corpening Drive  
Pontiac, MI 48057  
March 20, 2010

To:  
**Donald Williams**  
1722 Lakewood Drive  
Rochelle Park, NJ 07662  
Dear Mr. Williams  
RE: Invitation to In Tech Conference

On behalf of In Tech Conference, I am pleased to invite you to our inaugural technology conference that will be held on August 30, 2010.

This conference is the brainchild of the 5 top Technology firms in the country to bring together the best of brains for some roundtable discussions on the direction and flow of technology for the nation and the world in the next decade.

We would be delighted to have you present at this conference to hear what the technology gurus and researchers have to share about the technology advancements and their impact on our businesses and daily lives. We would also love to hear your thoughts and opinions to this direction.

Kindly respond to this invitation before July 1, 2010 to secure a place before attendance is open to the public by July 2, 2010.

We look forward to your confirmed presence at the In Tech Conference.  
Respectfully Yours,  
**Cecilia Dobson**  
Conference Chairperson  
In Tech Conference

## Coastal Annual Business Meeting 2018

### Join us

All registered members are welcome to attend the District Annual Business Meeting with a special invitation to voting members of the District. Voting members include all duly elected District Members at Large, Chartered Organization Representatives, and Institutional Heads.

We will meet to elect our district representatives and review our progress towards our strategic plan and complete other district business. If you would like to submit district business for review, please send a letter to your District Executive by no later than December 15, 2018, via email or send it in writing to: Bay Area Council, c/o Your District Executive, 3020 53rd Street, Galveston, TX 77551.

Thank you for your continued support of Scouting in the Galveston and Brazoria Counties.

Find the letter [HERE](#) (Coming soon)

### Registration

- DATE:** January 3, 2018
- TIME:** 7-9 p.m.
- PLACE:** Texas City/La Marque Chamber of Commerce, 9702 E. F. Lowry Expressway, Texas City, TX 77560
- COST:** Free
- CONTACT:** Dio Gonzalez at [dionicio.gonzalez@scouting.org](mailto:dionicio.gonzalez@scouting.org) or Lester Tarver at [lester.tarver@scouting.org](mailto:lester.tarver@scouting.org)
- REGISTER BY:** December 23, 2017
- REGISTER HERE** (Coming Sept. 1)



Speaker invitation letter for conference template.

Please reply to this email directly with your availability during the following date and time options: [DAY, DATE - TIME, TIME ZONE] [DAY, DATE - TIME, TIME ZONE] [DAY, DATE - TIME, TIME ZONE] We look forward to speaking with you. Sincerely, [YOUR NAME] [YOUR EMAIL SIGNATURE] Casual Interview Invitation Email If you're a young company that boasts a desirable startup culture, show it off by opting for a more informal interview invitation. How you invite a referred candidate to interview should follow a similar structure to any of the previous templates, but with more personalization. I've highlighted a few date and time options below, let me know if any of them work for you. Maybe, you want to reach out an individual abroad to attend your business or companies function, he or she would need an invitation letter to pass through immigration. (View in PDF Format) You can use any of the above templates for your business invitation letter. Table of Contents What to Include in Your Interview Invitation Email Typically, recruiters opt for the ultra-formal interview invitation email — one that simply states that they reviewed the candidate's materials and would like to set up an interview. Use the interview invitation email to convey your excitement about the candidate, emphasize your company culture and highlight your employee value proposition. Subject Line: [COMPANY NAME]; Onsite Interview Invitation H [FIRST NAME], [INTERVIEWER] was really impressed by you during your last conversation about the [JOB TITLE] position and we're excited to invite you to interview at our office! Please review the date and time options I've provided below and let me know which one works best for you. Subject Line: [COMPANY NAME]; Invitation for Second Interview H [FIRST NAME], Thank you for taking the time to speak with [INTERVIEWER] about the [JOB TITLE] position at [COMPANY NAME]. Do not assume they will be able to grab a cab. Use the following template when reaching out to a candidate for the first time to invite them to an interview.



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