

Title of e-mail: Invitation to be keynote speaker and guest of honor

Dear [speaker name],

I am the Chair of the [*Chapter name*] IEEE in Biomedical Engineering Chapter, which is located in [*town*].

I would like to invite you to join our fabulous 2006-2007 Speaker Program.

Furthermore, this is with great pleasure that I would like to extend the invitation to be our keynote speaker and guest of honor at one of our monthly events.

Your work in [speaker's *expertise*] has left a great imprint in the [*research or industry*] field. We would like to use our event to bring the spotlight on your achievements.

Our speakers have enjoyed the crowd and the setting of our past event and we are confident that you will like it also. We have had guests such as [*write famous names here*]. Very appealing is the energy that our audience shows and their great interest in the topics that we line up. You would be talking [*at lunch, in the evening,..*] for 60-75 minutes in front of an audience of [*approximate number*] people.

IEEE (The Institute of Electronics and Electrical Engineering) has 350,000 engineers and IEEE is a worldwide renowned organization for its services to the Engineering profession. We represent the biomedical society under the IEEE umbrella. We are a non-profit volunteer based organization who foster a positive environment for medical staff to meet with engineers to stimulate the desire to collaborate and change the word of technology and innovation in the medical field.

Let me know if this is something that would be of interest to you. We are finalizing our program and have a deadline of [*date*] for printing our material and launching our marketing campaign. Be kind to get back to me promptly with your interest.

Best Regards, [ *your name* ]