|  |  |  |
| --- | --- | --- |
|  | **[ Name of Organiser ]**  **[ Position of Organiser ]** | |
| Full Name and Title of person to be invited  Full postal address  The following information might be required depending on country of citizenship:  Date of Birth  Passport No:  Date of Expiry: | Date: | 2015 |
| Tel: | +44 (0)1865 2 |
| Fax: | +44 (0)1865 2 |
| e-mail: | @materials.ox.ac.uk |
| **Via e-mail** |  |  |

Dear

**Name of Workshop/Seminar/Conference**

**Venue of Workshop/Seminar Conference**

**Dates of Workshop/Seminar/Conference**

Thank you for registering for this meeting/workship/seminar/conference, of which I am organiser.

You are invited you to participate in this meeting/workshop/conference/seminar, and to [ brief description of what person will do at the workshop/conference/seminar – presenting/chairing a session, participating in poster session etc.].

We look forward to seeing you in Oxford in [ month ]

Yours sincerely

[ Signature ]

Name of organiser, etc.

Title etc.