

SOLICITING WORKSHOP PLANNERS FOLLOW UP EMAIL SAMPLES

Friendly Follow-Up Email with Simple Requirements:

Subject: Following Up: Flexible Workshop Format and AV Needs

Hi [Conference/Workshop Organizer's Name],

I wanted to follow up on my previous email about the “Working with Divorce Ambivalent Clients” workshop. This is a 3-hour session that includes a break and allows time for audience Q&A. If needed, we can condense it to 2 hours to better fit your schedule, though the longer format ensures deeper engagement and interaction.

Regarding logistics, the only requirements we have are the ability to project slides and, depending on the size of the room, possibly a microphone for the speaker to ensure everyone can hear clearly.

Let me know if you'd like to discuss next steps! I'd be happy to provide additional details or tailor the session to your conference needs.

Warm regards,
[Your Name]

SOLICITING WORKSHOP PLANNERS

Serious Follow-Up Email with Detailed Requirements:

Subject: Workshop Requirements and Speaker Details

Dear [Conference/Workshop Organizer's Name],

Thank you for considering the “Working with Divorce Ambivalent Clients” workshop for your conference. As we finalize the details, I wanted to outline some logistical and contractual items to ensure everything runs smoothly:

- 1. Workshop Format:** The session is designed as a 3-hour workshop, complete with a break and dedicated time for Q&A. If needed, we can adapt it to a 2-hour format, though the longer version allows for deeper exploration and audience interaction.
- 2. A/V Equipment:** We'll need the following:
 - A microphone for the speaker (especially for larger rooms).
 - Equipment for projecting slides with appropriate lighting for visibility.
 - Optional tools for audience participation (e.g., handheld mics or a way to facilitate engagement).
- 3. Speaker Agreement:** To finalize, we'd like to discuss a speaker's contract, including fee setting and any additional terms or requirements you may have.

Please let me know a convenient time to connect and discuss this further. I'm confident this workshop will add significant value to your conference.

Best regards,

[Your Name]