**A picture containing logo

Description automatically generated**

**The Mechanisms of Immune Cell Development and Function Conference**

**Sample Content for Emails to a Colleague or Friend**

**EMAIL #1:** Use this email to encourage your friends and colleagues to register for your SRC by sharing details about the conference and your fellow organizers.

**Sample email subject line:** *Have You Seen This Information About My Conference?*

Dear xxxxx,

I am very pleased to be serving as an organizer for the upcoming The Mechanisms of Immune Cell Development and Function Conference that will be held in Sacramento, California, November 5-9, 2023, and will bring together respected experts in our field from around the world.

I’m hoping you will be interested in joining me and my conference organizer colleagues Amy Weinmann, PhD, University of Alabama, Birmingham; Remy Bosselut, MD, PhD, National Cancer Institute; and Virginia Smith Shapiro, PhD, Mayo Clinic, to discuss the fundamental mechanisms that control gene expression, differentiation, genome architecture, and function in diverse cell types in the immune system.

As a part of FASEB’s Science Research Conference (SRC) Series, this meeting will offer an experience to foster engagement between researchers at every level of their career. Featured events include important keynote lectures, networking sessions, career development opportunities, and more. We’re excited about the knowledge exchange and networking that will take place at the conference.

I’m not asking you to decide today about registering for the conference, although you’re welcome to do so, but I do want to encourage you to sign up for the event’s email distribution list.

***You can sign up for emails to receive updates and learn more by visiting*** [**https://cvent.me/3mqQQP**](https://cvent.me/3mqQQP)**.**

Please do not hesitate to contact me with any questions about the conference or reach out to FASEB at [src@faseb.org](mailto:src@faseb.org) for more detailed questions about FASEB or the SRC Series.

**EMAIL #2:** Use this email to encourage your friends and colleagues to sign up for program updates about your SRC.

**Sample email subject line:** *Save the Date For My Upcoming Science Research Conference*

Dear xxxxx,

I am very excited about serving as an organizer for The Mechanisms of Immune Cell Development and Function Conference that will be held in Sacramento, California, November 5-9, 2023, and will bring together respected experts in our field from around the world.

While we’re still working out the details for our FASEB Science Research Conference (SRC), including our keynote speakers, networking opportunities, and presenters, I am encouraging my friends and colleagues to “save the date” on their calendars, and to sign up for our conference email list. By doing so, you’re ensured to hear the latest updates about the conference, the activities, and our speakers.

***You can sign up for emails to receive updates and learn more by visiting*** [**https://cvent.me/3mqQQP**](https://cvent.me/3mqQQP)**.**

Please do not hesitate to contact me with any questions about the conference or reach out to FASEB at [src@faseb.org](mailto:src@faseb.org) for more detailed questions about FASEB or the SRC Series.

-----------------------------------------------------------------------------------------------------------------------

**EMAIL #3:** Use this email as a follow-up to your friends and colleagues to remind them to register for the conference.

**Sample email subject line:** *Don’t Miss Out: Sign Up to Learn More About My Upcoming Conference*

Dear xxxx,

As an organizer forThe Mechanisms of Immune Cell Development and Function Conference, convening in Sacramento, California, November 5-9, 2023, I am excited to share this opportunity with you to join other leading scientists in our field to discuss emerging research and network with our colleagues.

To ensure hearty participation and robust discussions at our Science Research Conference (SRC), my co-organizers and I are encouraging innovative scientists like yourself to sign up for our conference email list. This will help you keep up with our SRC offerings and any updates to the conference schedule or timing.

***You can sign up for emails to receive updates and learn more by visiting*** [**https://cvent.me/3mqQQP**](https://cvent.me/3mqQQP)**.**

Please do not hesitate to contact me with any questions about the conference or reach out to FASEB at [src@faseb.org](mailto:src@faseb.org) for more detailed questions about FASEB or the SRC Series.