# Virus Structure and Assembly

**Instructions to Organizers:**

Please use the below email templates to send messages to contacts in your professional networks. You’re welcome to edit the text as it suits your needs. We recommend the following schedule for sending emails:

Email #1 (General): 15-20 weeks before the meeting

Email #2 (Abstract Deadline): 10 weeks before the meeting/2 weeks prior to the abstract deadline

Email #3 (Keynote + Early Registration Deadline): 7 weeks prior to the meeting/1 week prior to the early registration deadline

**Sample Content for Virus Structure and Assembly**

**EMAIL #1:** Use this email to encourage your friends and colleagues to register for your SRC by sharing top-level details about the event.

**Sample email subject line:**  Register Now for My Conference on Virus Structure and Assembly

Dear colleagues:

I am honored to serve as an organizer for the upcoming Virus Structure and Assembly conference at the Southbridge Hotel & Conference Center in Southbridge, MA on Sunday, July 21, 2024. Please join me for five days of learning, presentations, and activities that will highlight the most significant recent findings in our field from respected researchers of all levels.

As a part of FASEB’s Science Research Conference (SRC) Series, this meeting will offer opportunities for researchers at every level of their careers. Featured events include:

* An engaging keynote lecture[s] by Paula Traktman, PhD, Professor, Medical University of South Carolina, Charleston, SC [and]
* Networking with fellow researchers from across the globe
* Poster sessions
* Career development workshops
* Meet the Expert
* And more!

As part of FASEB’s Diversity, Equity, Accessibility, and Inclusion (DEAI) program, those from historically excluded groups are especially encouraged to attend. There may be awards available for those from diverse backgrounds. [Visit us online](https://www.faseb.org/diversity-equity-and-inclusion) for more information.

**You can see all covered topics and reserve your spot for the meeting at:  
https://cvent.me/MnPzWb**

Please email me or [SRC@faseb.org](mailto:SRC@faseb.org) with any questions.

**EMAIL #2:** Use this email to encourage researchers to submit their abstracts for poster sessions or short talks.

**Sample email subject line:** We Want Your Research at the Virus Structure and Assembly

Dear colleagues:

As an organizer, I want to personally invite you to submit an abstract to share your latest research for the upcoming Virus Structure and Assembly conference at the Southbridge Hotel & Conference Center in Southbridge, MA on Sunday, July 21, 2024.

As part of FASEB’s Science Research Conferences, our meeting is driven by new and innovative research that can change health outcomes and improve lives. These abstracts are often submitted by early-career researchers and are automatically eligible to display their findings or even present a “Short Talk” during the meeting.

For those who have already registered, it’s easy to go back and submit your abstract.

All abstracts must be submitted by Sunday, May 26, 2024.

I and the other conference organizer(s), as well as the research community, are looking forward to viewing your cutting-edge research.

**To submit your abstract, visit the below link, then click on “Presenters” at the top, and select “Abstracts”:**

**https://cvent.me/MnPzWb**

For those seeking assistance with the costs for attendance, awards *may* be available for our meeting. Please check under the “Registration” tab to see the latest information.

Please email me or [SRC@faseb.org](mailto:SRC@faseb.org) with any questions.

**EMAIL #3:** Use this email as a follow-up to highlight the keynote speaker and note the early registration discount deadline.

**Sample email subject line:** Don’t Miss the Keynote Presentation at Virus Structure and Assembly

Dear colleague:

As an organizer for Virus Structure and Assembly at the Southbridge Hotel & Conference Center in Southbridge, MA on Sunday, July 21, 2024, I am excited to invite you to join other leading scientists in our field to discuss emerging research and network with our colleagues.

Our featured keynote presentation(s) will be from:

Paula Traktman, PhD, Professor, Medical University of South Carolina, Charleston, SC

To ensure optimum collaboration and robust discussions at our FASEB Science Research Conference, we are encouraging innovative scientists like you to attend.

**Reserve your spot at the link below to take advantage of the early registration discount by Sunday, June 9, 2024.** If you’re unable to make this year’s event, please sign up for email updates so we can see you at a future conference:

**https://cvent.me/MnPzWb**

For those seeking assistance with the costs for attendance, awards *may* be available for our meeting. Please check under the “Registration” tab to see the latest information.

Please email me or [SRC@faseb.org](mailto:SRC@faseb.org) with any questions.