# Cytoskeletal Structure, Dynamics, and Function Email Templates

**Instructions to Organizers:**

Please consider using the email templates below 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 before 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 Cytoskeletal Structure, Dynamics, and Function**

**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:** Your Invitation to Cytoskeletal Structure, Dynamics, and Function

Dear colleagues:

I’m thrilled to share a fantastic opportunity with you to dive deep into the latest advances in Cell Biology and Molecular and Structural Biology at **Cytoskeletal Structure, Dynamics, and Function**! Whether you’re an established researcher, early-career scientist, or passionate grad student, this conference has something valuable for everyone.

Held at the The Wellsworth Hotel in Southbridge, MA on Sunday, July 13, 2025, my fellow organizers and I are bringing together leading experts and representatives from industry, government, and publishing for a dynamic exchange to discuss emerging research and network with our colleagues.

Hosted by FASEB, this Science Research Conference will offer opportunities for researchers at every level of their careers. Featured events include:

* Groundbreaking scientific presentations and poster sessions
* Networking with fellow researchers from across the globe
* Meet the Expert and Career Development Workshops

Whether you are a seasoned expert or just beginning your research journey, this conference is an invaluable opportunity to stay at the forefront of bioscience, gain new insights, and collaborate with peers.

Find out more about the agenda, travel, abstracts, awards, grants, and more at**:**

**https://events.faseb.org/cytoskeletal**

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:** Submit Your Abstract by 5/18/2025 for Cytoskeletal Structure, Dynamics, and Function

Dear colleagues:

I want to personally invite you to share your research with us and attend **Cytoskeletal Structure, Dynamics, and Function** on Sunday, July 13, 2025 at the The Wellsworth Hotel in Southbridge, MA. This conference will be driven by new and innovative research that can change health outcomes and improve lives. We encourage you to submit your abstract by Sunday, May 18, 2025, and you may be selected for a poster presentation or short talk!

For those who have already registered, it’s easy to go back and submit your abstract. We are looking forward to viewing your cutting-edge research.

**To register and submit your abstract, visit the following link. If you've already registered, you can update your registration to include your abstract submission:  
https://events.faseb.org/cytoskeletal**

For those seeking assistance with the costs for attendance, awards may be available for our meeting. Please check under the *Awards* tab for the latest updates.

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 agenda and note the early registration discount deadline.Select the presentations from your agenda that you believe will have the biggest draw.

**Sample email subject line:** The Findings at Cytoskeletal Structure, Dynamics, and Function Will Change Your Research

Dear colleagues:

I am excited to invite you to join other leading scientists in our field at the The Wellsworth Hotel in Southbridge, MA on Sunday, July 13, 2025 to discuss emerging research and network with our colleagues.

Our featured keynote presentation(s) will be from:

[Insert your keynote speakers here]

You can’t miss this conference! Innovative scientists like you are what makes these

**Reserve your spot at the link below to take advantage of the early registration discount by 6/1/2025.** 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://events.faseb.org/cytoskeletal**

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

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