# **VIRTUAL EVENT AUDIENCE COMMUNICATION TEMPLATES**

#

# **INVITATION**

**REGISTER NOW: <EVENT NAME>**

**<Event day, Event Date, Event Time >**

Online

<Event Copy>

Click here to register

If you have any further queries, please don’t hesitate to get in touch: events@reading.ac.uk or 0118 378 6718.

We hope you can make it.

Kind regards,

Events Team

**Events Team**

**Marketing, Communication and Engagement**

**Advancement Group, University of Reading**

Room G.10, Miller Building, University of Reading, Whiteknights campus RG6 6AB
events@reading.ac.uk | [www.reading.ac.uk](http://www.reading.ac.uk/)

# **CONFIRMATION**

**CONFIRMATION: <EVENT NAME>**

**<Event day, Event Date, Event Time >**

Online (additional information and link will be sent on <Date>)

Thank you for booking to attend the above event. We are pleased to confirm your place.

If you have any further queries, please don’t hesitate to get in touch: events@reading.ac.uk or 0118 378 6718.

We look forward to welcoming you.

Kind regards,

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# **JOINING INSTRUCTIONS**

**JOINING INSTRUCTIONS: <EVENT NAME>**

**Event day, Event Date, Event Time**

Platform: Microsoft Teams Live Events

Please click here to join the live event

**Tips for using Microsoft Teams Live Events**

You do not need to sign-in for this event and a password is not required. Please join as a guest.

[Please click here for further tips](https://eml-peur01.app.blackbaud.net/intv2/j/46A94DC9-AB61-4331-A957-B9AF45F5E732/r/46A94DC9-AB61-4331-A957-B9AF45F5E732_bf2ac3d1-e555-47a7-9761-65e49fa7438a/l/37848850-3483-49D6-AF05-9160C69B42E1/c) on participating in online events on Microsoft Teams Live Events.

Guests are encouraged to post their questions for the speaker at any point during the lecture, please use the Q&A bar at the righthand side of the screen during the event. We will have a Q&A session at the end to answer as many as possible.

We look forward to welcoming you and if you have any queries in the meantime, please do not hesitate to contact us at events@reading.ac.uk

Best wishes,

Events Team

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# **FEEDBACK**

**FEEDBACK: <EVENT NAME>**

We hope that you enjoyed the recent event with our special guest <Speaker Name>.

If you missed the event or would like to watch it again, please click here to watch the recording.

So that we can continually improve our events, we are collecting feedback on how we performed.

To access the survey, simply click on the link below, or manually copy and paste it into your web browser.

<Link>

If you would like to register to attend any of our other events, you can register via the link below:

<http://www.reading.ac.uk/news-and-events/about-eventlist.aspx>

Should you have any queries, please don’t hesitate in contacting us at events@reading.ac.uk.

Best wishes,

Events

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