Dear xxx

I am very pleased to hear that you will participate in the workshop.

I would like to ask you to send me a presentation of yourself and your professional connection to responsible research and innovation (max three lines) and a photo of yourself. Both will be used for the list of participants, you will receive together with the final program and further information material, when we get closer to the date for the workshop.

You are requested to arrange your own travel to [city]. [ Optional:We will reimburse the expenses for economy-class flights when you get here. Please let us confirm transport expenses of more than ?€.]

We cover hotel costs for one, max two nights, unless special circumstances such as impossibility of catching a flight Friday evening apply – or staying an extra night reduces the airfare correspondingly. You are welcome to stay additional nights in […] subsequently to the workshop, but you will have to cover the expenses for the accommodation yourself.

Please let me know as soon as possible how many nights you will need.

The hotel will be near by the location of the workshop.

If you have any additional questions, please contact me.

Best regards

XXX