## [ Title of your workshop]

Dear “to whom it may concern”

On behalf of [……], I cordially invite you to participate in a stakeholder workshop focusing on defining strategies for research funding. The workshop will be held in:

**[City, country, dates, start and end time]**

### Purpose of the workshop

At the workshop participants will discuss best practices for [your area] from diverse institutional points of view. Participants will provide input and inspiration for a strategy for responsible research and innovation [in your area]. The workshop aims to facilitate a constructive conversation among stakeholders in a truly deliberative, curiosity driven and explorative atmosphere. It will provide an excellent opportunity to meet and engage with people who – like you – are committed to research and innovation, and the challenges of responsibility it presents. You will get the opportunity to influence the development of [e.g the RRI strategy within your area]. The participants will be a select group of stakeholders coming from [ state the stakeholder groups you invited]. The workshop will have a limited number of participants [number].

### Your qualifications

We are inviting you, because of your highly appreciated experience and knowledge on how to best define strategies, set priorities and implement best quality criteria for [ your area of concern]. We imagine that you either have direct experience with how to develop and implement strategies for […?..] or have worked to influence such strategies.

### Your role

We are convinced that your contribution to the workshop will provide extremely beneficial input to the development of the RRI […], which is much sought after by the EU Commission. This workshop aims to provide the […]with strength and new angles in order to enhance the development of research and innovation in […], while potentially strengthen EU legislation.

### The background

Text example: *In light of the enormous societal challenges associated with globalisation, the EU is paying renewed attention to responsibility and sustainability aspects of research and innovation. The Res-AGorA project has worked to assemble the numerous approaches to act in ethical, sustainable and responsible ways that already exist. On this background the workshop will help to develop new and efficient ways to genuinely make research and innovation responsible. This will be an input to the EU Horizon 2020 strategy, which forms the backdrop for how the EU, as a front-running region of the world, intends to consolidate this position by insisting on agendas for research and innovation which are responsible and beneficial for the European society and economy. The Res-AGorA project, which is funded within the 7th Framework Programme of the European Commission, has the objective to conceptualize a governance framework of how to encourage and promote RRI on all levels of the research and innovation system – for more information see* [*www.res-agora.eu*](http://www.res-agora.eu)*.*

### Practical information

Text example: *The Res-AGorA project cover expenses for your travel and stay in Amsterdam. We will reimburse an economy-class ticket when you arrive at the workshop. A hotel will be provided along with catering for both days, including an informal dinner. About two weeks before the workshop, you will receive a detailed program for the workshop and further practical information.*

**Please reply to me as soon as possible**

I am looking forward to your response!

Kind regards

Nina Bryndum

### Contact

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Partners of the Res-AGorA consortium:

