**Sample Pan American Materials Congress Symposium Speaker Invitation**

***Please customize as indicated by the yellow highlights***

Dear <<Name of Invitee>>,

I invite you to present your work at <Symposium Name>, a symposium that I am organizing for the 3rd Pan American Materials Congress. My colleagues and I are building a first-rate program featuring leaders in the field of <<general topic>>. A report on your research would significantly enhance our planned sessions. I’ve attached a flyer with additional details on our topics.

You can formally submit your abstracts by **July 1, 2016 at** [**www.tms.org/PanAmCongress**](http://www.tms.org/PanAmCongress)**.** I would appreciate it if you could notify me earlier if you plan to accept this invitation. Once I receive your confirmation and abstract, we will schedule your talk for approximately <<20, 25, 30, 35, 40 >> minutes during one of the symposium sessions.

The 3rd Pan American Materials Congress will be co-located with the TMS 2017 Annual Meeting & Exhibition, to be held February 26–March 2, 2017 in San Diego, California. The 2017 congress is also being co-organized by nine professional societies that represent the breadth of minerals, metals, and materials science and engineering across the Americas. This means that you will have the chance to connect with thousands of current and potential colleagues in a single event. The congress is also uniquely focused on the materials needs and interests of the Pan American region, giving you the opportunity to make an impact on the industries and institutions that serve this particular area of the world.

Please note that speakers for all presentations (invited and contributed) are required to register for TMS2017, which will also include your registration for the 3rd Pan American Congress and for Energy Materials 2017, another meeting that will be co-located with ours. This invitation does not include complimentary registration or travel support for the conference.

We’re looking forward to a successful symposium at an important, energizing meeting. I hope you will join us.

On behalf of the organizing committee and with best regards,

<<Organizer Name and Affiliation>>

Additional Symposium Organizers

<<List names and affiliations of additional organizers>>