Dear <name of invitee>,

I would like to invite you to present your work at <Symposium Name>, a symposium that I am organizing for the TMS 2024 Annual Meeting & Exhibition to be held March 3–7, 2024, at the Hyatt Regency Orlando resort. My colleagues and I are building a first-rate symposium featuring leaders in the field of <<general topic>>, and I think that a report on your research would significantly enhance our planned sessions.

You can formally submit your abstracts by **July 1, 2023** through the Technical Program section of the TMS2024 website at [www.tms.org/TMS2024](https://www.tms.org/TMS2024), but 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, 30, 40 >> minutes during one of the symposium sessions.

We know that your time is valuable, as is the work that you do. TMS2024 offers you a venue to share that work with a diverse audience of your peers—scientists and engineers working in the field of <<general topic your symposium covers>>, as well as those working in a broad range of other minerals, metals, and materials fields. The meeting attracts representatives from industry, academia, and government, as well, with nearly 70 nations routinely represented. This mix of backgrounds and experiences allows you to reach a broad audience at a single event.

Please note that speakers for all presentations (invited and contributed) are required to register for TMS2024, and this invitation does not include complimentary registration or travel support for the conference.

We’re looking forward to a successful symposium and an energizing meeting. I hope you will be able to 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>>