**WIP Toolkit – Panel Discussion Resources – Invite and Thank You Templates**

**Invitation Email Sample - Attendee**

Panel Discussion Invitation emails will vary greatly depending on the topic of the panel discussion. The following is a basic template to invite the Attendees:

Good Afternoon [name of person],

The ISPE Women in Pharma® is facilitating a panel discussion “[title of panel discussion]”. This is valuable because it will [describe why this session is valuable].

ISPE Women in Pharma® will provide women in the pharmaceutical industry a forum for connecting and collaborating on technical and career advancement topics and provide an opportunity for women to speak, deliver technical presentations, and contribute to panel discussions. A community of WIP mentors, resources across all levels, and educational sessions will be an enabler for career success and work-life balance.

You will have the opportunity to meet these amazing panelists:

[list the names of the moderator and panelists and their organization]

We look forward to seeing you on [date of panel] at [place of panel]. [add a sentence for any other logistics or link to conference sign-in or cost if applicable]. Please let us know if you can make it.

Thank you for your consideration.

[organizer’s name]

Women in Pharma® Panel Discussion Organizer

[name of ISPE chapter/affiliate]

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**Invitation Email Sample - Moderator and Panelists**

Panel Discussion invitation emails will vary greatly depending on the topic of the panel discussion. The following is a basic template:

Good Afternoon [name of person],

The ISPE Women in Pharma® is facilitating a panel discussion “[title of panel discussion]”. This is valuable because it will [describe why this session is valuable].

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Your background and experience are a great fit for this panel discussion. Some of the questions we might ask you would include:

[2 or 3 example questions]

We hope you’ll consider sharing your ideas and experiences with our ISPE Women In Pharma® team. We want to have the panel on [date of panel] at [place of panel]. Please let us know if you can make it.

Thank you for your consideration.

[organizer’s name]

Women in Pharma® Panel Discussion Organizer

[name of ISPE chapter/affiliate]

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**Thank You Card Sample - Panelist**

Panel discussion thank you cards may vary depending on the topic of the panel discussion. Thank you cards should be written for organizer(s) and moderators and presented at the panel discussion session. The following is a basic template:

Good Afternoon [name of person],

Thank you for your valuable contributions to the “[title of panel discussion]” Panel Discussion.

Together, we are providing women in the pharmaceutical industry a forum for connecting and collaborating on technical and career advancement topics. We look forward engaging with you on future topics, discussions, and events.

Sincerely,

[organizer’s name]

Women in Pharma® Panel Discussion Organizer

[name of ISPE chapter/affiliate]

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**Thank You Email Sample - Panel Discussion** - **WIP Tool Kit
Attendee**

Panel Discussion Thank You emails will vary depending on the topic of the panel discussion and the attendees. The Thank You email should be sent to attendees listed on the Attendee List gathered at the panel discussion session. The following is a basic template:

Good Afternoon [name of person],

Thank you for participating in the “[title of panel discussion]” Panel Discussion.

Together, we are providing women in the pharmaceutical industry a forum for connecting and collaborating on technical and career advancement topics. Women in Pharma® is active at both a regional and international level. We look forward engaging with you on future topics, discussions, and events.

Sincerely,

[organizer’s name]

Women in Pharma® Panel Discussion Organizer

[name of ISPE chapter/affiliate]

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