The following is suggested email text for announcing the Meeting Management Café. Feel free to customize the invitation for your organization. For any bracketed text […], insert text appropriate to your organization   
and the Café you plan to offer.

**Meeting Management**

Subject: Harvard ManageMentor Meeting Management Café

All too often, meetings are considered a drain on people’s time. But when managed effectively, a meeting can be the best way to share information, make a decision, solve a problem, or foster collaboration.

To strengthen your meeting management skills, join us for a Meeting Management Café session, a learning opportunity sponsored by [sponsor] and based on material from Harvard ManageMentor. The Café will be led by [facilitator name and job title]. This hour-long session is scheduled for [date, time, web conference information or location]. The Café will help you to plan an effective meeting, encourage participation in meetings, and address common meeting obstacles.

Before attending the Café, please complete the following four lessons, including the practice activities, in the Harvard ManageMentor Meeting Management topic [LINK to Harvard ManageMentor Meeting Management topic]:

* Prepare for a Meeting
* Conduct a Meeting
* Manage Meeting Problems
* Wrap Up a Meeting

Please feel free to contact [sponsor] if you have any questions about the pre-work assignment or the   
Café session.

Thank you. We hope to see you on [DATE],

[NAME OF PERSON OR GROUP SENDING THE EMAIL]