# Template for inviting a speaker

From: [Planning Committee Chair Signature]

[Date]

Dear [Speaker Name],

On behalf of [Planning Committee Chair Name] and the planning committee, I would like to formally invite you to speak at the [Conference Name] taking place on [Conference Date], which is organized by uOttawa's Office of Continuing Professional Development (CPD).

I hope the program format described below appeals to you. I would be more than happy to discuss the details with you, in the coming weeks, to further plan what your needs are (e.g. equipment needs, timing of the groups, content, etc.) for your presentation.

Please let me know if you are available to deliver this lecture. Should you be unavailable, we would really appreciate it if you could recommend another colleague from your division.

Thanks for considering this offer, and for saving the date.

I look forward to hearing from you.

Sincerely,

[Planning Committee Chair Signature]

## Program Information

Program: [Conference Name]

Location: [Conference Location]

Date: [Conference Date]

Overall learning objectives of this program:

* [Insert Learning Objectives]

Other contextual materials:

[Short text that will help presenters understand the context of this program, the need or gap that is being targeted.]

Participants & Purpose

We are expecting [Target Number of Participants] participants, most likely [xxx specialists/family practitioners] for the presentations. The intention is to make this a *practical, (****skills focussed****) workshop* which will help these primary care professionals incorporate specific skills into their practice.

| **Designing a Session for FPs*****(from conversations with FP practitioners)*** |
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| When considering your session, please remember the needs of this particular group of learners:* Practical is much more important than theory
* Participants want to be able to go away ready to put this learning into practice.

As you consider the learning objectives and content of your session, please keep in mind:* In terms of entry-level skills, these are seasoned professionals, not first-year medical students. Think of them wanting to go from 70% to 90%, not 0% to 70%.
* Go over the basics very quickly (a couple of slides of the basics, so that everyone is at the same starting point).
* Go to the issues that are most needed. Consider if you would like more input from family physicians about what they perceive to be most important. Contact your planning chair or the Office of CPD.
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### Your Session

Title: [Session Title]

Timing: [Time of Presentation]

Session Learning Objectives:

Note: These can be massaged according to the specifics of what you will be presenting, but for the purpose of accreditation and planning, please let us know as early as possible if any changes are requested.

At the end of this session, participants will be able to:

* [Insert Session Learning Objectives]