Conference attendance/speaker (to a non-WPI event) Announcement

Conference attendance/speaker announcement template

Title:
[Person’s Title] [Name], to [Participate in/Give Keynote Address at] [Name or Place of Event]
[Conference/Symposium/Seminar, etc] on [Date of Event]

Body:
[Person’s Title] [Name] will [participate in/give the keynote address at] a [conference/seminar, etc] this [fall/winter/summer/spring] on [topic of event].

The event, [Title of event], organized by [event organizers], will focus on [topics covered]. [Follow with additional information about the event as needed].

**Make sure to tag announcement with any relevant tags, including department associated with and one of the WPI schools, if applicable, (Engineering, Arts & Sciences, Business, or Global)**

Sample of Conference attendance/speaker announcement:

Dean of Journalism School, John Davis, to Give Keynote Address at UK Conference on Nov. 13-14

Dean John Davis will give the keynote address at a conference this fall on the future of journalism and the media.

The event, “News in Crisis,” organized by Cambridge University, will focus on the “death” of newspapers, online news, and the safety of journalists in the world. Other areas covered will deal with topics of money in media and how information is controlled.