

PARTICIPANT INVITATION

EMAIL SUBJECT: Invitation: Food Systems Summit Dialogue on [INSERT DATE]

TO: [Convenor's email address]

BCC: [Participants to be invited]

CC: [other supporter emails]

ATTACHMENT: PDF version of invitation

EMAIL TEXT:

Dear colleague,

We are delighted to invite you to an [online/in-person] Food Systems Summit Dialogue [insert title], to be held on [date] from [time – including time zone].

Please find attached your invitation. More information about this Dialogue and how it contributes to the United Nations 2021 Food Systems Summit can be found here [insert link to Dialogue event page on the Gateway].

If you would like to attend, kindly RSVP as soon as possible via [insert tracking method].

Kindly note that this is a personal invitation extended to you and is not transferable.

We would be glad to answer any questions you may have about the Dialogue.

Warm wishes,

[CONVENOR], supported by XXXXX

PARTICIPANT REMINDER – ONE DAY BEFORE

EMAIL SUBJECT:	Reminder: Food Systems Summit Dialogue Tomorrow
TO:	[Convenor's email address]
BCC:	[Participants to be invited]
CC:	[other supporter emails]
ATTACHMENT:	PDF version of invitation

EMAIL TEXT:

Dear colleague,

We look forward to welcoming you at our [online/in-person] Food Systems Summit Dialogue taking place tomorrow, [day] at [time – including time zone].

Please, let us know if there have been any changes in your plans to attend.

ACCESS

- You can access the event at [insert joining information/site location].
- Please do not share this information with others as it is not possible to accommodate additional guests at this time.
- Kindly arrive five minutes early as we would like the Dialogue to start precisely on time.

WHAT TO EXPECT

- The session will begin with some introductory remarks from the Curator [CURATOR NAME].
- Following the introduction, you will be assigned to your respective Discussion Groups.
- There will be up to ten other Participants in your Discussion Group, including a Facilitator and in some cases, a notetaker. It is not possible to change Discussion Groups.
- During the Discussion Groups, the Chatham House Rule applies to ensure a safe and open space for sharing. This means that anything you say will not be attributed to you personally.
- The outcomes of the Dialogue will officially contribute to the United Nations 2021 Food Systems Summit preparations.
- Please familiarise yourself and adhere to the Principles of Engagement of the Summit during the Dialogue.

ONLINE MEETING TIPS (FOR ONLINE MEETINGS ONLY)

- If your connection allows, you are encouraged to use video, preferably using a desktop computer or laptop.
- Place yourself in a room with good lighting and little background noise. Use headphones if possible.
- Please mute your microphone unless you are speaking and keep your interventions succinct.

If you have any questions regarding the Dialogue, you can reply to this email.

We look forward to seeing you tomorrow.

Warm wishes,

[CONVENOR], supported by [XXXXX]

PARTICIPANTS – DIRECTLY AFTER THE DIALOGUE

EMAIL SUBJECT: Thank you for joining the Food Systems Summit Dialogue on [insert date]

TO: [Convenor's email address]

BCC: [Participants]

CC: [other supporter emails]

EMAIL TEXT:

Dear colleague,

Thank you for participating in the Food Systems Summit Dialogue that took place on [date].

We look forward to sharing the Official Feedback with you shortly. This will be also published on the Dialogues Gateway here [Inset link to Dialogue event page on Gateway].

All Participants of Food Systems Summit Dialogues are encouraged to continue play an integral part in shaping more sustainable and equitable food systems. Let's continue to:

- Listen to each other;
- Welcome diverse perspectives;
- Seek out new connections;
- Explore both synergy and divergence;
- Collaborate in order to identify promising courses of action;
- Debate potential impact of different strategies.

To support the conversation on social media, follow @FoodSystems on Twitter, @UNFoodSystems on Facebook, @unfoodsystems on Instagram and use the hashtag #SummitDialogues. To join the online platform, sign up at <https://foodsystems.community/>.

If you have any questions regarding the Dialogue, you can reply to this email.

Warm wishes,

[CONVENOR], supported by [XXXXX]

PARTICIPANTS – AFTER OFFICIAL FEEDBACK HAS BEEN PUBLISHED

EMAIL SUBJECT: Official Feedback Now Available: Food Systems Summit Dialogue, [insert date]

TO: [Convenor's email address]

BCC: [Participants]

CC: [other supporter emails]

EMAIL TEXT:

Dear colleague,

Thank you for participating in the Food Systems Summit Dialogue that took place on [date].

I am very pleased to inform you that the Official Feedback from this Dialogue has been published and publicly available at [insert link to Dialogue event page on the Gateway]. Please help to share the outcomes of our Dialogue across your network.

I hope that this was an experience that helped you engage meaningfully, explore collectively and emerge more resiliently for sustainable food systems everywhere.

As anyone can convene a Dialogue and you would like to consider doing so, please let me know and I can help get you started.

Warm wishes,

[CONVENOR], supported by [XXXXX]