Event joining instructions (template)

# In-person attendance

Email subject line: Joining instructions | Event name | Date  
Email preview text:

<<Insert banner graphic>>

Thank you for registering to attend **Event name** with Speaker name, Job title, Organisation.

**Date:** Day Date Month Year **Time:** 24-hour clock should be used i.e. 17.30 – 18.30 **Venue:** Room, Building, Campus, Imperial College London, Postcode  
View map (insert link to campus map)  
**what3words location:**

**Getting here**

The venue is just a xx minute walk from xx underground station. You can enter the venue on xx street/road. Please see our map (insert link) for further directions.

If you have any access requirements, please let us know by emailing organiser (insert organiser email address).

If you are no longer able to attend, please email organiser (insert organiser email address) otherwise we look forward to welcoming you on Date.

You are receiving this email because you registered for this event. Please note, Imperial College London processes your data according to the [Events Privacy Notice](https://www.imperial.ac.uk/admin-services/secretariat/university-governance-and-key-documents/privacy-notices/events-privacy-notice/).

# Online attendance

Email subject line: Joining instructions | Event name | Date  
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<<Insert banner graphic>>

Thank you for registering to attend **Event name** with Speaker name, Job title, Organisation.

**Date:** Day Date Month Year **Time:** 24-hour clock should be used i.e. 17.30 – 18.30 **Platform:**   
**Link:**

**Subtitles**

Subtitles are available and can be turned on when you join the event.

If you experience any issues joining the event on the day, please contact organiser (insert organiser email address) for assistance.

If you are no longer able to join us, please email organiser (insert organiser email address), otherwise we look forward to welcoming you on Date.

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