Dear <name of invitee>,

I would like to invite you to present your work at <SYMPOSIUM NAME>, a symposium that I am organizing for the Materials Science & Technology 2021 (MS&T 2021) conference. My colleagues and I are building a first-rate symposium featuring leaders in our field, and I think that a report on your research would significantly enhance our planned sessions.

You can formally submit your abstracts by **April 15, 2021** through the [Technical Program section](https://www.matscitech.org/MST21/TechnicalProgram/2021_Technical_Program/MST21/TechnicalProgram/2021_Technical_Program.aspx?hkey=a3f0e670-2714-4e53-b6b1-084e2a64d7ed) of the MS&T21 website, but I would appreciate it if you could notify me earlier if you plan to accept this invitation. Once I receive your confirmation and abstract, we will schedule your talk for approximately <<20, 30, 40 >> minutes during one of the symposium sessions.

We know that your time is valuable, as is the work that you do. MS&T21 offers you a venue to share that work with a diverse audience of your peers—scientists and engineers working in your field, as well as those working in a broad range of other materials science and engineering-related fields. The meeting attracts representatives from industry, academia, and government, as well. This mix of backgrounds and experiences allows you to reach a diverse audience at a single event.

For your planning purposes, MS&T21 will be held October 17–21 in Columbus, Ohio.

Please note that speakers for all presentations (invited and contributed) are required to register for MS&T21, and this invitation does not include complimentary registration or travel support for the conference.

We’re looking forward to a successful symposium and an energizing meeting. I hope you will be able to join us.

On behalf of the organizing committee and with best regards,

<<Organizer Name and Affiliation>>

Additional Symposium Organizers

<<List names and affiliations of additional organizers>>