Workshop D email text

Dear

I’m Clare Quigley from Cultivate Innovation, I hope this email finds you well. I am currently organising workshops for the [Delivering Net Zero](https://www.deliveringnetzero.org/) project, which aims to build cross-sector consensus on the priorities for net zero ahead of COP26.

I’m in touch as our Project Leads have identified you as a key expert in the low carbon energy space, in relation to your role as Director, Sustainable Business & Development at Environment Agency. I would therefore very much like to invite you to join us as one of 16 participants at our Private Sector Workshop, taking place on **8th June**. I attach an invitation containing full details.

Please let me know if this opportunity might be of interest to you by **21 April**. If you have any questions please do not hesitate to ask.

Thank you, I look forward to hearing from you shortly.

Best regards,

Clare

Dear

Just a gentle reminder.  We recently invited you to participate in a workshop for the [Delivering Net Zero project](http://www.deliverinnetzero.org/) and we haven’t yet received a response from you. Please see attached invitation.

We would value your input. Please can you email [clare.quigley@cultivatein.co.uk](mailto:clare.quigley@cultivatein.co.uk) to let us know whether you are able to attend.

Best regards

Clare

Dear

Thank you for your willingness to be part of the Delivering Net Zero workshop on **8th June.**In preparation there are now a number of documents that we need to share with you.

You will find attached to this email a participant information sheet, an equality and diversity monitoring form and two consent forms.  Once you have read the information sheet, we would ask you to complete each of the consent forms as appropriate, the equality and diversity monitoring form and to return them to [clare.quigley@cultivatein.co.uk](mailto:clare.quigley@cultivatein.co.uk) by **24 May**. There is also a short pre-work exercise in preparation for the workshop and it would help us if you could complete and also return this to Clare by **24 May**.

We will email you an Agenda and the zoom meeting link w/c **17th May**.

For context and further information about the Delivering Net Zero Project, here’s a link to a set of six ‘background documents’ that we have created as framing for the project:

<https://www.deliveringnetzero.org/background-documents> These are each designed to be short ‘state of the art' summaries that can be read with minimum effort.

On our website is a description of our project: <https://www.deliveringnetzero.org/the-project>

If you have any questions, please do not hesitate to contact us.

Best regards

Clare

Please find attached Agenda for Workshop D and here’s the zoom link:

Topic: Delivering Net Zero Workshop D

Time: Jun 8, 2021 09.00 AM London

Join Zoom Meeting

<https://universityofleeds.zoom.us/j/89910709283?pwd=UkJHbitTSUpDcE5iNExoTUNoamtsQT09>

Meeting ID: 899 1070 9283

Passcode: #i9Juk

Thanks again for participating in today’s workshop.  It would really help us if you could complete this short feedback form and email it back to

[clare.quigley@cultivatein.co.uk](mailto:clare.quigley@cultivatein.co.uk)

Many Thanks

Clare