Sample email to reading group member (to be adapted depending on who is sending the email, the PI/COI or the PDRA)

Dear X

I am writing to see if, as a member of [XX reading group or other organisation] you would be willing to participate in a session of your group at which [I/a researcher] would be present.

[I am/the researcher is] a member of a research project called “Cultures of Anti-Racism in Latin America”. The purpose of the research is to find out how artists in society use their particular form of expression to explore questions of multiculturalism, ethnic diversity, indigenous and Afro-descendant rights, and racism. And how they use art to challenge racism in the society. We are also interested in members of the public respond to the work of such artists and that is why [I am/we are] interested in your group.

The project is being run by three academics from the University of Manchester (United Kingdom), Professor Peter Wade, Professor Lúcia Sá and Dr Ignacio Aguiló. We are in working in three countries - Argentina, Brazil and Colombia - and in each we are counting on the support of a respected academic partner: Professor Ezequiel Adamovsky for Argentina, Professor Felipe Milanez for Brazil, and Professor Mara Viveros Vigoya for Colombia. In each country, the research is being carried out by a junior researcher, who in the case of [Argentina/Brazil/Colombia] is me/XX.

I should emphasize that you are completely free to choose whether to participate in the session at which [I/the researcher] would be present and your choice will have no effect on the group or your place in it.

I’d be happy to supply further information about the project either in writing or in person.

With best wishes

XXX