

# FULBRIGHT ACADEMY OF SCIENCE & TECHNOLOGY

An international organization founded by alumni of the Fulbright Exchange Program.

August 21, 2007

FULBRIGHT ACADEMY OF  
SCIENCE & TECHNOLOGY  
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Dr. ABC  
Employer  
Address 1  
City Country

Dear Dr. ABC,

The Fulbright Academy is pleased to invite you to participate in our Third Annual Conference – “Fulbright Scholars: Energy & Innovation.” Because of your ongoing interest in the Academy’s work, we welcome the opportunity to hear about the innovative work being done by you and others at your Employer.

[Possible text: You have submitted an abstract for a paper titled: *An interesting topic that is of interest to scientists*. Your paper has been accepted, and you will be presenting the research on a panel or in the poster session – the exact format will be determined in October, shortly after the closing date for abstract submissions.]

The conference will be at Northeastern University in Boston, Massachusetts on February 14-17, 2008, and we are also planning tours at MIT, Harvard and other research facilities in the Boston area. This invitation is being sent to you today so that you can begin the process of obtaining a visa and seeking financial support to cover your travel, accommodations and registration. You were a Fulbright scholar to the University of Somewhere, and so I hope that this process will go smoothly for you.

As you know from our website, all participants, presenters included, are expected to register for the conference as a way of supporting FAST and its programs. FAST is an independent organization and is not affiliated with the Fulbright Exchange Program or the US Department of State. At this time, we do not have the ability to provide free registrations, or offer participants financial support for accommodations or travel, but because of your nationality, we can offer you a discounted registration fee of \$325. [Alternate text for people from the US or high-wealth countries: Your registration fee will be \$375, plus \$50 to cover your 2007-08 annual membership dues.]

We hope that you will be able to accept our invitation to participate in our unique four-day program. Some 175 people are expected, including Fulbright scholars and research leaders from the private sector, government agencies and the academic and non-profit communities from over two dozen countries.

I look forward to seeing you in Boston.

Sincerely,

Eric S. Howard, Executive Director

CC: Your boss.