



## **SAMPLE PROGRAM INVITATION**

Dear {first\_name} {last\_name},

The Simons Center for Geometry and Physics is hosting the {event\_name} organized by {event\_\_organizers}. The program occurs from {event\_\_date\_start} to {event\_\_date\_end}. On behalf of the Simons Center, we would like to invite you to spend up to one month at the Center during this time.

For more information on the program, please visit: {event\_url}

## **VISIT INFORMATION**

The Center will provide:

1. Lodging at SCGP visitor housing (all costs covered by the center) for up to one month (two week minimum).

## **TO CONFIRM OR DECLINE**

Please login to the online registration page to confirm (or decline) your attendance by {date\_registration\_deadline}.

You can access your registration information here: <https://scgp.stonybrook.edu/register>

Last Name: {last\_name}

Email: {email}

Pin: {password}

## **PREPARING FOR YOUR VISIT**

Please visit <https://scgp.stonybrook.edu/visitor-info> for general information and instructions on how to prepare for your upcoming visit.

## **TRAVEL EXPENSES & MEALS**

We would appreciate the use of your own travel funding sources as much as possible, to maximize the number of participants in the program (particularly, young researchers). Please respond to this message if you would like to ask for financial assistance for your travel costs.

Be kindly advised that you are responsible for your meal costs during your stay, but we will provide you with a discount at the Simons Center cafe for breakfast and lunch.

We hope you will be present and engaged in the activities of the Center and add your expertise to our programs, lectures, and seminars. If you have any questions, please reply to this message.

Best regards,  
{event\_\_organizers}

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