

Email templates (Main differing sections highlighted.)

- > Keynote (opening, closing).
- > Lightning talks (by cause priority).
- > Anti-debate.
- > Breakout sessions (by field).
- > Standard talk

Generic; updated

Dear <title> <last name>,

I hope this finds you well and <enjoying the warming weather / keeping dry in the recent flooding / etc.>! I'm <name>, a <e.g, second-year PhD student in MIT's Political Science department>, as well as an organizer for <Harvard> Effective Altruism – along with the EA groups at <MIT and Tufts>, we plan to hold an EAGxBoston conference this year the weekend of April 21st at the Harvard Science Center.

In particular, I'm writing to ask whether you might be able to join us for a talk or discussion that day. Given <describe their qualifications in a short phrase – e.g., “your work in founding/directing J-PAL, as well as in leading additional work in poverty alleviation and development economics at CEPR and elsewhere”>, we feel you'd be well positioned to inspire local students to think more seriously about how to do the most good they can with their careers. At this time, confirmed speakers for the conference include Rob Mather and Max Tegmark.

Many thanks for your time, and I hope that you'll be able to join us! If you're potentially interested but want more information, please feel free to reply with any questions you might have – I'd be happy to answer by email or via phone at a time convenient for you.

Best,
<name>

Keynote

Dear <title> <last name>,

I hope this finds you well and **<enjoying the warming weather / keeping dry in the recent flooding / etc.>!** I'm <name>, a **<e.g, second-year PhD student in MIT's Political Science department>**, as well as an organizer for **<Harvard>** Effective Altruism – along with the EA groups at **<MIT and Tufts>**, we plan to hold an EAGxBoston conference this year the weekend of April 21st.

In particular, I'm writing to ask whether you might be interested in giving a keynote speech at our conference. Given *<describe their qualifications in a short phrase – e.g., “your work in founding/directing J-PAL, as well as in leading additional work in poverty alleviation and development economics at CEPR and elsewhere”>*, we feel you'd be well positioned to inspire local students to think more seriously about how to do the most good they can with their careers.

Logistically speaking, your keynote would be for a 1-hour slot or so, including Q&A; the conference itself will take place at Harvard's Science Center, just north of Harvard Yard.

Many thanks for your time, and I hope that you'll be able to join us! If you're potentially interested but want more information, please feel free to reply with any questions you might have – I'd be happy to answer by email or via phone at a time convenient for you.

Best,
<name>

Lightning Talks

Dear <title> <last name>,

I hope this finds you well and <enjoying the warming weather / keeping dry in the recent flooding / etc.>! I'm <name>, a <e,g, second-year PhD student in MIT's Political Science department>, as well as an organizer for <Harvard> Effective Altruism – along with the EA groups at <MIT and Tufts>, we plan to hold an EAGxBoston conference this year the weekend of April 21st.

In particular, we're planning to hold a series of <10-15> minute “lightning talks” on different cause areas as part of our conference, and would love for you to take part. Given <describe their qualifications in a short phrase as it relates to their field / research / what they might present on>, we'd be excited to have you come inspire local students thinking about working in <field> to consider how to do the most good they can with their careers.

The conference will be at Harvard's Science Center, just north of Harvard Yard; hope you'll be able to come! Of course, if you're potentially interested but want more information, please feel free to reply with any questions you might have. I'd be happy to answer by email or to chat via phone at a time convenient to you.

Best,
<name>

Anti-Debate

(Approach approved by Matt: email people we really want first, then ask them for suggestions in re: names they might engage with, as below.)

Dear <title> <last name>,

I hope this finds you well and <enjoying the warming weather / keeping dry in the recent flooding / etc.>! I'm <name>, a <e,g, second-year PhD student in MIT's Political Science department>, as well as an organizer for <Harvard> Effective Altruism – along with the EA groups at <MIT and Tufts>, we plan to hold an EAGxBoston conference this year the weekend of April 21st.

In particular, we're hoping to hold an “anti-debate” on <the person's subject area> as part of our conference, and would love for you to take part. For us, an “anti-debate” is <insert Matt's description>. If you have an EA-relevant issue on which you disagree with other experts, we want to give you a forum to share your perspectives and recognize the bases of your disagreement in a constructive collaboration with one of them. The goal wouldn't be audience-persuasion by any means, but rather a search for common ground during which the audience will be looking for signs of epistemic virtue and progress towards ultimate truth. This would involve helping us identify a shortlist of possible collaborators for us to reach out to and some additional preparation before the conference. We're testing this for the first time, so any willingness to help change up conference event formats would be much appreciated!

Given <describe their qualifications in a short phrase>, we'd be excited to have you come inspire local

students thinking about working in <field> to consider how to do the most good they can with their careers, and we think an anti-debate would be a fun and engaging way to do it.

Many thanks for your time, and I hope that you'll be able to join us! If you're in and have thoughts on who you might like to have an anti-debate with, we'd welcome your suggestions. If you're potentially interested but want more information, please do reply with any questions you might have. I'd be happy to answer by email or to chat via phone at a time convenient for you.

Hope to hear from you soon!

Best,
<name>

Breakout Sessions

Dear <title> <last name>,

I hope this finds you well and <enjoying the warming weather / keeping dry in the recent flooding / etc.>! I'm <name>, a <e.g, second-year PhD student in MIT's Political Science department>, as well as an organizer for <Harvard> Effective Altruism – along with the EA groups at <MIT and Tufts>, we plan to hold an EAGxBoston conference this year the weekend of April 21st.

In particular, I'm writing to ask whether you might be interested in participating in the <field> breakout session at our conference. Given <describe their qualifications in a short phrase>, we'd be excited about your participation – the session would be an informal, close-contact opportunity to inspire local students interested in <field> to think more seriously about how to do the most good they can with their careers. Logistically, the conference will take place at Harvard's Science Center, with the breakout session lasting 45 minutes to an hour.

Many thanks for your time, and I hope you'll be able to join us! If you're potentially interested but require more information, please feel free to reply with any questions you might have – I'd be happy to answer by email or to chat via phone at a time convenient to you.

Best,
<name>

Standard Talk (scheduled against anti-debate, etc.)

Dear <title> <last name>,

I hope this finds you well and <enjoying the warming weather / keeping dry in the recent flooding / etc.>! I'm <name>, a <e.g, second-year PhD student in MIT's Political Science department>, as well as an organizer for <Harvard> Effective Altruism – along with the EA groups at <MIT and Tufts>, we plan to hold an EAGxBoston conference this year the weekend of April 21st.

In particular, I'm writing to ask whether you might be interested in giving a talk at our conference. Given <describe their qualifications in a short phrase>, we feel you'd be well positioned to inspire local

students to think more seriously about how to do the most good they can with their careers. Logistically speaking, your talk would be for a 45-minute slot or so, including Q&A; the conference will be at Harvard's Science Center, just north of Harvard Yard.

Many thanks for your time, and I hope that you'll be able to join us! Of course, if you're potentially interested but want more information, please feel free to reply with any questions you might have. I'd be happy to answer by email or to chat via phone at a time convenient to you.

Best,
<name>