



Women in Finance®

Speaker Invitation Template

Use this template when reaching out to potential panelists, moderators, or keynote speakers for a 100 Women in Finance event.

This guide is designed to help volunteers introduce themselves clearly, represent 100 Women in Finance professionally, and make a strong, engaging invitation for participation. Simply customize the highlighted sections with your event details, speaker information, and topic focus before sending.

The goal is to keep outreach personal, polished, and consistent across all locations while making it easy for prospective speakers to understand the opportunity and respond quickly.

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Dear [Name],

I hope you are well.

My name is [Your Name], and I am a volunteer with 100 Women in Finance (100WF) in [Location].

For the past 25 years, 100 Women in Finance has been empowering women at every stage of their careers and helping build a stronger, more inclusive finance industry through education, peer engagement, and impact initiatives. As a volunteer, I help support local programming and create meaningful conversations that connect professionals across the industry.

Recent events in [Location] have included XXX and details can be viewed here [link to location page].

We are currently organizing an upcoming panel discussion on [Panel Topic], and I would love to invite you to join us as a panelist. Given your leadership and expertise in [industry/topic], we believe your perspective would bring tremendous value to the discussion and strongly resonate with our audience.

The event will feature an engaging conversation around [brief description of topic], followed by networking with attendees, fellow speakers, and industry leaders.

Event Details

Date: [Date]

Time: [Time]

Location: [Venue / Virtual Platform]

Sponsor: [Sponsor Name, if applicable]

Format: Registration > Welcome from Sponsor and 100WF > Panel Discussion (45–60 minutes) + Audience Q&A > Networking Reception

Audience

100WF members, finance professionals, sponsor guests, and invited members of our broader network.

Learn More About 100 Women in Finance

Website: <https://100women.org>

About Our Global Community: <https://100women.org/about/>

We would be honored to have you join us and share your insights with our community.

Please let me know if you would be open to participating. I would be happy to share any additional details.

Warm regards,

[Your Name]

[Your Title / Volunteer Role]