

## How To Create an Online Health Summit - Email Templates

### 1. Welcome email after registration with all details of the program

Subject Line: Welcome to The Menopause Summit

Pre-header text: I am so excited that you will be joining us.

Welcome to **XXXX Summit**. I am so excited that you will be joining me at this unique on-line event.

My vision for **XXXX Summit** is to provide you with all the information you need to .....and get you inspired for .....

I am bringing together experts from across the world, in a range of fields and specialist areas ..... They each have practical experience.....

These experts will educate and inspire you.

They will teach and guide you how to.....

They will share their experiences and show you how to .....

#### **So how does the Summit work?**

The Summit will run from (Dates).....

(Add the dates to your calenda with linkr)

Each day you will receive an email with that day's sessions and each day's session will be available until the end of the Summit.

Because I want every woman to have access to this important information, to be able to get empowered and change their ..... this Summit is **FREE!**

However, if you want to own the sessions, have the freedom to listen at your own pace or have them as references once the Summit is over, then I highly recommend you take advantage of **XXXXX Summit "Freedom" Package.**

XXXXX Summit "ALL ACCESS" Package – Early Bird Discount

Details here

**Purchase Here!**

XXXXX "ALL ACCESS" Package – Regular Price

Details here

**Purchase Here!**

Don't miss the opportunity to take advantage of owning this Summit.

*Once XXXX Summit closes, you will not be able to purchase the content.*

**I am so looking forward to you joining me at XXXX Summit.**

And feel free to share the event with your friends!

Experiencing it together, knowing that you are not alone on your journey and being able to have open and honest conversations with your friends and family is part of the mission too!

Share XXXX Summit

Have a great day

NAME,

Host and Founder, xxxxx Summit

## **2. Speaker Confirmation Email**

Hello,

I am so excited to share with you the latest updates on **XXX Summit**.

I have been busy working to confirm our speakers (we have a wide range of speakers from all over the world), preparing our registration page and getting the technical stuff all sorted out!

As a confirmed speaker at the Summit I now need a few things from you so that all the pieces will be in place once we launch the event and promote it!

**1. In order to finalise the registration page I need your headshot, bio, social media links and confirmation of your topic.**

As discussed you will be speaking about .....

*Please confirm that this is your topic and recommend your interview title. Otherwise I can make one for you.*

2. The Summit interviews will be **pre-recorded and uploaded to an online platform**. I will share the interviews with participants each day of the Summit.

So the next super important step is to **BOOK YOUR RECORDING TIME SLOT**.

**Recording will take place between xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx**

**Schedule here**

Once you book your scheduled time I will send you a zoom link.

Our conversations will be approx xxxxxx mins.

You will have a few minutes to introduce yourself and then we will jump straight in to the topic!

3. I am giving every speaker the opportunity **to share a freebie with the audience**. This is your way to connect directly with the audience and bring them into your circle.

Please send me the link to your free download and I will share it on your interview page.

ALSO please send me your contact information - where people can reach you (FB, IG, website, etc). I will also share this on your interview page.

4. As Summit organiser I will be doing all the behind the scenes work - the tech, registration, graphic, organisation etc. I am investing my time, energy and financial resources to make this a truly important and unique event. I want to remind you that part of the Terms and Conditions of being a speaker at xxxxxxxxxxxxxxxxxxx Summit is **your commitment to promote this event during the launch period**.

As such, you are committing to **promote the summit AT LEAST 4 times during the launch period which will start xxxxxxxx**, on your different platforms (social media or newsletter).

When you promote on social media I respectfully request that **you tag me and the Summit** (I will send you these tags in the promo email). I will send you graphics and registration details that you can use for promoting the event and your session.

**5. The Summit is currently scheduled to run xxxxxxxxxxxxxxxxxxx.**

As all conversations are pre-recorded there is no stress during these days to show up live! As I plan the schedule I will let you know what date your interview will be released so that you can share details about it on the day (in addition to promoting during the launch dates).

We have a really fantastic line up of speakers and I think this Summit is going to provide critical information for.....

If you have any questions please feel free to email me at any time.

Have a great day

NAME,

Host and Founder, xxxxx Summit