

FUTUROOT

Co-hosted live session Invitation

Email templates for every stage of an event campaign



1. Email Campaign Library

This section contains the approved email templates for every stage of an event campaign: invitations, and the complete post-event sequence. Templates are fixed - insert the event details into the placeholders without rewriting the wording, tone or structure. This keeps every partner campaign consistent and on brand.

1.1 How to assemble an email

- Understand the event and write a brief description of it.
- Gather the details: topic, partner organisation, featured speakers (name, designation), discussion points or takeaways, resource links, and the registration link.
- Choose a hook line using the table in 6.2, pick a subject line, and complete the relevant template.

If using an AI assistant to assemble the email, provide it with the hook options, the event details and the fixed template, with these rules: select the most suitable hook; replace the placeholders using the event details.

1.2 Hook lines and when to use each

Every invitation email opens with one hook line. Choose based on the event, the audience and where they sit in the funnel:

Hook	Line (insert your [Topic])	When to use it
1. Question Hook	"How are leading organizations approaching [Topic] and what can others learn from their experience?"	Peer-learning formats - ideal for roundtables where the draw is hearing what others are doing.
2. Challenge Hook	"Every organization is looking to improve outcomes in [Topic], but turning strategy into measurable results remains a challenge."	Practitioner audiences focused on execution and ROI; strong for demo-led webinars and finance/operations personas.
3. Trend Hook	"The conversation around [Topic] is evolving rapidly. Understanding what works and what doesn't can help organizations stay ahead."	Fast-moving topics (e.g. AI) and reminder emails, where urgency and currency drive the open.

1.3 Subject lines - and when to use each

Event type	Subject line options	When it works best
Roundtable (exclusivity-led)	You're Invited: Executive Roundtable with [Partner Org] Invitation to an Exclusive Discussion on [Topic]	First invitation - formal, credentialed, name the partner brand where it adds weight
Roundtable (urgency-led)	Reserve Your Seat: Roundtable on [Topic] Limited Seats: Executive Roundtable on [Topic]	Reminder emails and final pushes - lean on scarcity once interest exists

Event type	Subject line options	When it works best
Live webinar (curiosity-led)	Join the Conversation on [Topic] A Different Perspective on [Topic]	Broad lists where a conversational, editorial tone lifts open
Co-hosted session (value-led)	Live Webinar: Practical Insights on [Topic] Explore [Topic] with Industry Experts Live Webinar Join [Org Name] and [Partner Org] for a Live Session	When the practical payoff or the co-host brands are the draw
Post-event roundup	Thank You for Joining Us – Key Takeaways from [Event Name] Five Takeaways from Our Discussion on [Topic]	See Section 6.5 for matching each roundup subject to the right template

1.4 Invitation templates

Steps to form an email:

1. Understand the event properly and create a brief description of the event.
2. Write all the details of the event such as:
3. Topic, Partner org name, Features speaker (Name, Designation), Points to discussed in event, Registration link
4. Use the following prompt and provide the LLM with:
5. All hook lines, event details and email format.

Prompt:

"You are an email formatting assistant.

You will receive:

1. Hook Line options
2. Events details
3. A fixed email template

Your task is to:

- *Select the most suitable hook line.*
- *Replace the placeholders in the template using the event details*

Rules:

- *Do not rewrite, rephrase or modify any of the template*
- *Do not change the wording, grammar, tone, formatting or structure*
- *Do not add, remove or assume any information*
- *Only insert the selected hook and replace the placeholders*
- *Output only the completed email "*

Use the following hooks as the first line for every email

1.Problem → Invitation (Best for B2B): Organizations today are navigating rapid change in **[Topic]**, making informed decisions more important than ever. Join us as industry experts discuss the trends, challenges, and practical strategies shaping what's next.

2. Insight → Invitation: As businesses continue to rethink how they approach **[Topic]**, the need for practical, experience-led insights has never been greater.

3. Question Hook: How are leading organizations approaching **[Topic]** and what can others learn from their experience?

4. Challenge Hook: Every organization is looking to improve outcomes in **[Topic]**, but turning strategy into measurable results remains a challenge.

5. Trend Hook: The conversation around **[Topic]** is evolving rapidly. Understanding what works and what doesn't, can help organizations stay ahead.

6. Thought Leadership Hook: The most valuable conversations don't just explore what's changing, they uncover what organizations should do next.

7. Industry Perspective: Whether you're shaping strategy, driving operations, or leading transformation, staying informed about **[Topic]** is becoming increasingly important

1.5 Subject lines for email:

Join Our Live Discussion on [Topic]
You're Invited: Live Session on [Topic]
Explore [Topic] with Industry Experts | Live Webinar
Live Webinar: Practical Insights on [Topic]
Register Now: Expert Discussion on [Topic]
Save Your Seat: Live Conversation on [Topic]
Join [Org Name] and [Partner Org] for a Live Session
Gain Actionable Insights on [Topic] - Live Event

1.6 Email format

Hi [First Name],

[Insert Hook line]

We're pleased to invite you to an exclusive live session hosted by **[Org Name]** in collaboration with **[Partner Org]**, where we'll discuss **[Topic]** and share practical insights, real-world experiences, and actionable strategies.

Session Details

Date: [Date]

Time: [Time, Time Zone]

Platform: [Platform Link]

Speakers

- **[Org Lead Name]**, [Title], [Organization]
- **[Partner Lead Name]**, [Title], [Organization]

What You'll Learn

- [Takeaway 1]
- [Takeaway 2]
- [Takeaway 3]

This interactive session includes a live Q&A, giving you the opportunity to ask questions and engage directly with our speakers. If you're unable to attend the live session, we encourage you to register anyway. A recording will be shared with all registered attendees after the event.

Register here: [Registration Link]

We look forward to having you join us.

Best regards,

[Sender Name]

[Title]

[Organization]