**SPEAKER CALENDAR HOLD / MEETING INVITE – TEMPLATE**

**Meeting Title:** Virtual Kellogg Event: Event Title

**Location**: <<Zoom Link>>

*(Body of Calendar Invitation):*

**Kellogg School of Management – ABC Club Event Title**

**Join Zoom Meeting** <<Zoom Link>>

**Meeting ID:** ### ### ####

**Password:** ######

**Day and Time Information**

Example below ( Or ) Insert “key times” from briefing:

Monday, September 21, 2020:

9:30 – 10:00am ET (8:30 – 9:00am CT) > Tech Check & Pre-Event Meeting

10:00- 11:00am ET (9:00 – 10:00am CT) > Opening Remarks (30 Min) & Student Q&A (30 Min)

**Key Contacts**

Student Host Name I Cell l Email

\*Attach full briefing or note if one is to be shared via email (if applicable)

Additional Zoom Information:

*<<Insert full zoom details if needed>>*