

# OSC 2020 Sample Correspondence

Copy and modify the language below to fit your specific needs when creating Ohio Safety Congress & Expo correspondence.

## Recruiting a committee member

### Option 1:

We need your help!

BWC's Ohio Safety Congress & Expo offers a track of sessions which focus on INSERT COMMITTEE, including but not limited to INSERT INDUSTRY TYPES. We are currently recruiting new members for the education committee to develop sessions of this nature for the 2020 Ohio Safety Congress & Expo. With your help, we can continue to offer these valuable sessions at the event. It is an excellent opportunity to network with others who INSERT COMMONALITY and improve the effectiveness of your safety program.

If you have experience working with INSERT INDUSTRY, please consider accepting this invitation to participate. BWC provides a structured framework for the programming process to reduce the time commitment for its committee members. A summary of the responsibilities is attached <<a chairperson for the committee has already been identified OR OTHER PERTINENT COMMENT>>. To express your interest or receive more information, please contact me at INSERT NAME/EMAIL by <<INSERT DATE>>.

### Option 2:

You recently attended the Ohio Safety Congress & Expo and indicated an interest in joining an education committee for upcoming events. Participation on an Ohio Safety Congress & Expo committee can be a very beneficial and rewarding experience.

All educational programs at the Ohio Safety Congress & Expo are developed and

conducted by safety and health professionals, like you, who work together to deliver the most highly-respected statewide safety event in the United States. As a matter of fact, more than 85 percent of Ohio Safety Congress & Expo participants indicate the educational sessions are the most important factor in their decision to attend the event.

Please review the attached information and consider our invitation to participate. I will phone you tomorrow to answer any questions and discuss next steps for your involvement.

## Inviting a presenter

You have been recommended to present a session at the Ohio Safety Congress & Expo. This event is sponsored by the Ohio Bureau of Workers' Compensation (BWC) and is scheduled March 11 to 13, 2020 at the Greater Columbus Convention Center.

The Ohio Safety Congress & Expo is the largest regional safety and health event in the country, attracting more than 7,500 people and 300 exhibitors. You are invited to give a 60-minute presentation (50-minute presentation, 10 minute Q&A) on INSERT TOPIC on INSERT DATE at INSERT TIME.

Although the budget does not cover travel fees or expenses, we hope that your interest in safety and health and a captive audience is sufficient incentive for your participation. I have also enclosed a list of

benefits you can expect to receive by speaking at this event.

Please consider our request and respond with your availability by INSERT DATE. We look forward to your participation.

### Confirming a presenter

Thank you for accepting our invitation to speak for the Ohio Safety Congress & Expo. The event is sponsored by the Ohio Bureau of Workers' Compensation (BWC) and is scheduled March 11 to 13, 2020 at the Greater Columbus Convention Center.

The Ohio Safety Congress & Expo is the largest statewide safety and health event in the country, attracting more than 7,500 people and 300 exhibitors. Your 60-minute presentation (50 minute presentation, 10 minute Q&A) is titled INSERT TOPIC and is scheduled on INSERT DATE at INSERT TIME. The skill level of the audience is INSERT SKILL LEVEL.

You will be pre-registered for the Ohio Safety Congress & Expo. I will contact you closer to the event to confirm arrangements for your presentation. In the meantime, please don't hesitate to contact me if you have any questions. We look forward to your presentation.

### Inviting a panelist or moderator

The Ohio Bureau of Workers' Compensation (BWC) will offer the Ohio Safety Congress & Expo, March 11 to 13, 2020, at the Greater Columbus Convention Center. As a member of the education committee, I have been asked to organize a panel discussion on INSERT TOPIC.

The panel will concentrate on three main points – INSERT POINTS. Each panelist will speak for ten minutes. These talks will be followed by a question-and-answer period in which members of the audience participate. INSERT NAME will moderate this presentation. The 60-minute session (50 minute

presentation, 10-minute Q&A) is scheduled to begin at INSERT TIME on INSERT DATE.

Please consider this invitation to participate on our panel. We appreciate a response by INSERT DATE and look forward to hearing from you.

### Confirming a panel member

Thank you for agreeing to be a panelist at the 2020 Ohio Safety Congress & Expo. The 60-minute session is titled INSERT TOPIC and is scheduled on INSERT DATE at INSERT TIME. As a participant in this session you will be asked to concentrate on three main points – INSERT POINTS. Each panelist will speak for INSERT TIME minutes. These brief presentations are followed by a question-and-answer period in which members of the audience participate. INSERT NAME will moderate this presentation. Other members of this panel are INSERT NAMES.

You will be pre-registered for the Ohio Safety Congress & Expo. I will contact you at a later date to further discuss the content of your presentation. In the meantime, please don't hesitate to contact me if you have any questions. We look forward to a successful presentation.

### Thanking a presenter, panelist or moderator

On behalf of the Ohio Bureau of Workers' Compensation (BWC) and the <<INSERT COMMITTEE NAME>> education committee, I would like to thank you for your recent presentation at the Ohio Safety Congress & Expo.

We recognize the importance of INSERT PRESENTATION MAIN POINT. We appreciate that you shared your knowledge and expertise with our audience.

The Ohio Safety Congress & Expo was well-attended, and we thank you for your role in its success.