

Guide for Requesting a Zoom Visit from an Author

Subject Line

Zoom Guest Visit Invitation: [Course/Topic]

Email Structure (250–300 words):

Greeting

Dear [Author's Title and Last Name],

Introduction

Start with any past interactions to establish a connection. For instance, "I fondly recall discussing your work during my undergraduate studies at Brandeis University."

Purpose

Include something like, "I am writing to invite you to a Zoom session with my class, aiming to enrich their learning experience with your insights about [include topic here]."

Body

Course Context: Briefly describe your course, highlighting the focus, title, and student grade level.

Why: Share why you believe the author is the perfect guest, connecting their expertise to your curriculum. For example, "Your work on [specific topic] aligns closely with our current studies, making your insights invaluable to our discussions."

Expected Contribution: Clearly state the topics or insights you hope that the author will share, emphasizing how these align with their expertise and the course content.

Student Impact: Express how the author's participation will inspire and deepen students' appreciation for the subject matter.

Logistics: Propose a flexible timeframe for the visit, detail the session's expected duration, and mention the student audience size. If you plan to record the session for educational purposes, seek their permission.

Closing: Express gratitude for their consideration and contributions to the field. Include your contact information for further communication, and convey hope for a positive response while understanding their potential scheduling constraints.

Sign-off:

Best,

[Your Full Name]

[Your Position]

[Your School]

Tips:

- Personalize the email to demonstrate genuine interest in the author's work.
- Keep the message concise, aiming for 250–300 words, to respect the author's time.
- Use an enthusiastic yet professional tone to convey the significance of their potential visit.
- Follow up after a week or two if you haven't received a response, reiterating the value of their participation.