# <H1>[Workshop or Conference Title]</H1>

Join NREL at the [Workshop or Conference Title] to [briefly explain purpose/why of workshop] … [INTRODUCTORY TEXT EXAMPLE. RECOMMEND 30 WORDS OR LESS. MAY BE MORE THAN ONE SENTENCE.]

## <H2>When</H2>

Date(s) [[SEE NREL STYLE](https://communications_resources.nrel.gov/style_guide/months_and_years)]

## <H2>Where</H2>

Address [MAY LINK TO [GOLDEN MAP](https://www.nrel.gov/about/golden.html) OR OTHER MAP, ETC.]

## <H2>What To Expect</H2>

See agenda. [LINK TO OPTIMIZED PDF OR SECOND PAGE] [Or provide a brief overview of what will happen at the event]

<H2>Lodging and Transportation</H2> [ONLY IF NEEDED]

For travel to NREL, see local [information on lodging and transportation](https://www.nrel.gov/about/golden-info.html).

For lodging, NREL has secured a special group rate of $000/night at [name/embedded link]. To reserve a room at this rate, call 000-000-0000 or register online by [provide deadline] using the group code: [provide code or name]. [REVISE AS NEEDED. KEEP IT BRIEF.]

For transportation and other lodging options, see [Golden-Local Information](https://nrel-dev.nrel.gov/about/golden-info.html). [INCLUDE IF AT NREL}

## <H2>Visiting NREL</H2> [ONLY IF AT NREL]

See [NREL’s security procedures](https://www.nrel.gov/about/golden-security.html). [REVISE IF AT FLATIRONS CAMPUS OR WASH DC]

## <H2>Sponsors</H2> [ONLY IF NEEDED]

[If needed, list the U.S. Department of Energy and other sponsors here.]

## <H2>Registration</H2>

To register for this event, please complete and submit this form.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Required)

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [OPTIONAL]

Are you a U.S. citizen? (Required) [REQUIRED IF AT NREL TO IDENTIFY FOREIGN NATIONAL VISITORS]

* Yes
* No

Country of Citizenship (Required if not U.S. Citizen): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [REQUIRED IF AT NREL FOR FOREIGN NATIONAL VISITORS]

Country of Birth (Required if not a U.S. Citizen):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [REQUIRED IF AT NREL FOR FOREIGN NATIONAL VISITORS]

I give NREL of Golden, Colorado, irrevocable and worldwide permission to use any image or video taken of me at this event. (Required) [REQUIRED IF VIDEO AND/OR PHOTOS WILL BE TAKEN OF ATTENDEES AT THE EVENT]

* Yes
* No

I give NREL of Golden, Colorado, irrevocable and worldwide permission to post any presentation(s) or materials I present at this event on its website or any other website it manages. (Required) [REQUIRED IF ATTENDEES ARE PRESENTING AT THE EVENT WITH THE EXPECTATION THAT PRESENTATIONS WILL BE POSTED ONLINE]

* Yes
* No
* My employer will need to authorize permission to post online.
* I won’t be presenting at this event.

[ADD OTHER FORM FIELDS IF NEEDED]

<SUBMIT BUTTON>

## <H3>Data and Privacy Notice</H3> [REQUIRED]

NREL staff will use the information you provide only to plan the workshop. NREL will not share this information, and it will be retained for one month after the event. See [NREL’s security and privacy policy](https://www.nrel.gov/security.html). [EXAMPLE ONLY. MAY DIFFER DEPENDING ON USE OF DATA.]

## <H2>Contact</H2> [REQUIRED]

If you have any questions about the workshop, please contact [name/us]. [EMBED EMAIL ADDRESS. MAY LINK TO SITE CONTACT FORM OR GENERIC PROGRAM EMAIL ADDRESS.]

# <H1>Thank You for Registering</H1>

You have successfully registered for [workshop/conference name] on [date(s)].

You also should receive a confirmation email.

<SAMPLE REGISTRATION CONFIRMATION EMAIL>

**From:** [Name/Email Address]

**Subject:** [Workshop or Conference Name] Registration Confirmation

Thank you for registering to attend [workshop/conference name] on [date(s)].

If you are a foreign national, you will be contacted via email about how to complete and submit a Foreign National Data Card, which is required from you to visit NREL.

[ADD ADDITIONAL INFORMATION IF NEEDED]

If you have any questions about the workshop, please contact [full email address and/or phone number].