

Invitation

The Committed Community Centre
PO Box 5555
Commitment City
South Africa
10 January 2002

Dear Ms Lebeloe

RE: Invitation to Workshop

The Department of Health would like to invite you to attend a three-day capacity building workshop called *HIV/AIDS and You: Exploring the Connection, the Impact and Your Priorities* to be held at the Birchwood Hotel in Johannesburg from 7-9 March 2002.

The workshop will be facilitated by the USAID-funded the POLICY Project.

The objectives of the workshop are to familiarise participants with:

- An update on HIV/AIDS including the latest trends and statistics both nationally and globally.
- Basic facts about HIV/AIDS, transmission and prevention.
- The impact of HIV/AIDS with particular reference to health, welfare, education, families and the economy.
- HIV/AIDS-related stigma and discrimination by examining the case studies of South African HIV/AIDS activists.
- The AIDS Memorial Quilt which highlights the impact of the HIV/AIDS epidemic in communities. It also introduces participants to projects they can initiate in their own communities.

Criteria for Attending:

People nominated to attend the training should be those who:

1. Are committed to attending a further two capacity building workshops.
2. Are active members of the organisation and are integral to the future management of the organisation.
3. Have an understanding of development issues and an interest in HIV/AIDS.
4. Have leadership qualities and good interpersonal and communication skills.

Example

The letter of invitation begins like most business letters, so be sure to include the date and the address of the person you're writing to.

Start off your invitation by describing who is holding the workshop, what the theme of the workshop is, where it will be held and when. That way, people will be able to see right from the start if this workshop is relevant to them - and if they are available on those dates.

State the workshop objectives clearly. Not only will this make you think carefully about what you're hoping to achieve by holding the workshop, it will also allow participants to decide whether or not they should attend.

Who are you hoping to target? Think carefully about what you want from workshop participants and spell this out.

How many people do you want to invite from each organisation?

Two persons per organisation may attend and those nominated must be committed to attend all three days of the workshop. Those people nominated to attend the workshop should complete the REPLY FORM attached and fax this to The Travel Company (see contact details below)

State what language the workshop will be conducted in.

The workshop will be conducted in English but participants may communicate in a language in which they feel comfortable conversing.

Logistical Arrangements:

Dates:

6 March 2002

7, 8, 9 March 2002

10 March 2002

Arrival at Birchwood Hotel

Workshop

Departure

This is the practical part of the letter, which includes the dates, place and time.

Venue:

The workshop will be held at the Birchwood Hotel, Gauteng. Accommodation, meals and conference costs will be covered by the Department of Health. Participants will be responsible for all incidental costs such as their laundry, telephone and alcohol.

State clearly what expenses participants will be responsible for. You don't want to be left with a hefty telephone and bar bill because you didn't make this clear right from the beginning!

Travel Arrangements:

If it is necessary to fly, your flight arrangements will be coordinated by The Travel Company. A travel form is attached and needs to be completed and faxed to The Travel Company.

Mary Smith

The Travel Company

PO Box 999, Sunvalley, 3333, Cape Town

Tel: (021) 788 9999

Fax: (021) 788 7777

E-mail: travelcompany@mweb.co.za

Who do participants need to contact regarding their travel arrangements? Don't forget to remind participants to fill in the travel form and fax it to the travel agency.

Should you travel to the workshop by road or rail (own car, taxi, bus or train), a travel claim form will be provided at the workshop in order for you to be reimbursed for your travel.

Important: Please keep proof of your transport payments.

Remember to ask participants to fill in the reply forms and send them back to your organisation.

Reply Form (Please print clearly)

To be completed by the nominated person and faxed to the POLICY Project

Don't forget to include the title of your workshop at the top of this form.

"HIV/AIDS and You: Exploring the Connection The Impact and Your Priorities"

7-9 March 2002

Name of Organisation:

Name of Nominee:

Present Position:

Key Performance Areas (describe your key functions in your organisation/sector):

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Explain briefly why you wish to attend this workshop:

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Describe what you expect to do after the training course to guide an HIV/AIDS response in your organisation/sector:

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Participant Selection

I, the undersigned, understand that nominees wishing to attend this training workshop will be screened by a selection committee which will select 20 participants. Should I be selected I undertake to attend the entire course and to participate fully in all aspects of the training.

Nominee's Signature: Date:

PO Box 3580, Cape Town, 8000, South Africa
Tel: (+27 21) 462 0380 - Fax: (+27 21) 462 5313
E-mail: polproj@mweb.co.za

This form is NB as it will help you select the most suitable participants for the workshop. You can ask for information about a wide variety of things, but it's good to know:

- what their job entails,
- why they want to attend the workshop, and
- what their expectations are.

Don't forget to include your organisation's address and contact numbers!