Community meeting boilerplate invitation

The following text is a suggested template that can be used to invite presenters to the Fluid community meetings.

(Greeting)

My name is (Name) and I work for the Inclusive Design Research Centre at OCAD University. We are a non-profit group located in Toronto, Canada, dedicated to ensuring that emerging information technology and practices are inclusively designed and accessible to anyone. I have included more information about the IDRC further below. The reason I am contacting you is to ask if you would be interested in participating (or leading?) a community meeting, in a volunteer capacity, related to (topic). (include summary/description of what a community meeting is) (Include a description of how the topic might relate to our work, what we expect to get out of it, and ensure that they know what they will get out of it.)

https://wiki.fluidproject.org/display/fluid/Community+workshops

A bit more information about us: we are a non-profit group located in Toronto, Canada, dedicated to ensuring that emerging information technology and practices are inclusively designed and accessible to anyone. All of our work is open source and open access, and we contribute to a number of open source projects and communities including Mozilla, jQuery, GNOME; we also create our own toolkits (such as Fluid Infusion) for making the open web more usable and accessible. You can learn more about our organization and some of our open source projects here:

- http://idrc.ocadu.ca/
- http://inclusivedesign.ca/research/ocadu/
- http://inclusivedesign.ca/making-ontario-accessible/
- http://www.floeproject.org/
- https://github.com/fluid-project/

We have additional resources related to our research work and to provide services to anyone who would like to learn about accessibility.

Our community meetings are held at the OCADU campus building located at 205 Richmond St. W. but people are encouraged to attend remotely as well using our video conferencing system. The community meetings typically take place on Wednesdays from 2:30 - 4pm. Please let us know if you are interested in leading one of our community meetings. We hope you can join and share your knowledge and ideas with us.

Thank you for your time.

(Signature)