# <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>

Online web conference

(Registrants will receive details via email.)

## <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>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 YOUR EVENT WILL SHARE INFORMATION THAT CAN’T BE SHARED WITH THE PUBLIC]

* 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 a video recording of me at this event. (Required) [REQUIRED IF VIDEO RECORDING WILL INCLUDE MORE THAN NREL STAFF AND WILL BE SHARED]

* Yes
* No

I give NREL of Golden, Colorado, irrevocable and worldwide permission to share any presentation(s) or materials I present at this event, including posting 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 SHARED OR POSTED ONLINE]

* Yes
* No
* My employer will need to authorize permission to share or 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 will also 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)]. You will receive web conferencing information in a separate email.

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].