

Media Advisory

For Immediate Release:

Date: [Insert Date]

Contact: [Your Name]

[Your Title]

[Your Organization]

Phone: [Your Phone Number]

Email: [Your Email Address]

What:

[Title of the Workshop/Seminar]

When:

[Date & Time]

Where:

[Venue/Location]

Who:

[Names and Titles of Key Speakers or Guests]

Details:

[Brief Description of the Workshop/Seminar, its Purpose, and Goals]

RSVP:

[Instructions on how to RSVP, if applicable]

Background:

[Any relevant background information about the organizing body or the workshop]

For any media inquiries, please contact:

[Your Name]

[Your Title]

[Your Organization]

Phone: [Your Phone Number]

Email: [Your Email Address]