

Subject: Registration to the online forum

From: Isabelle Coche <Isabelle@emergingag.com>

Date: 6/28/2017 5:41 PM

To: Fred Gould <fgould@ncsu.edu>

CC: Benjamin Robinson <Ben@emergingag.com>

Hi Fred

Your head of department simply needs to send an email along the lines of the below – you will then get a reply from the Secretariat asking you to register on the website and then complete an online form (it's a two-step process). It can be done in 48 to 72hrs. Let me or Ben know if you need any further help.

Best

Isabelle

To whom it may concern:

[organisation's name] would like to nominate [name, title] to participate in the CBD online forum on Synthetic Biology. Please find below his/her contact information.

[nominee's name
title
affiliation
email]

Kind regards,

[name, title of person nominating]