

Sample email announcement

Each semester, about two weeks before the first EIJC, you should send out a community wide email announcement. Follow this up with another email a week later.

Dear Colleagues,

Please join us for the Equity and Inclusion Journal Club (EIJC), a new meeting being held this semester at the CfA. The first EIJC will take place on [date] in [location/zoom], from [time start to time end]. Lunch will be served beginning at 12:45pm. Meetings will occur most Fridays until the end of April and will be posted on the weekly CfA calendar.

The EIJC will use the standard journal club model to discuss issues of equity, inclusion, and underrepresentation in STEM. The goals of the EIJC are to understand the origins and impact of the lack of “diversity”/equity in STEM fields and to discuss possible solutions. Just like the journal clubs you're used to; each week 1-2 presenters will lead an informal discussion based on articles they have chosen.

Presentations will be by your peers and colleagues, and there will be opportunities to sign up to give a talk at the first meeting on [date].

Please come and join us! Everyone is invited to participate.