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| **INSERT IMAGE**  Thank you for registering to attend XXXX:  **TITLE**  **SPEAKER DETAILS**  **Date:** XXX  **Time:** XX.XX  **Venue:** XXX  **Schedule**  HH.MM Activity  **COVID-19 guidance (if applicable)**  **Getting there** The VENUE is just a XX minute walk from XXX Underground station. Please enter via XXX on STREET. Please see Grid XX on the map here.  If you are a Blue Badge holder or have other access requirements, please us know by emailing EVENT CONTACT |
| If you are no longer able to attend, please email EVENT CONTACT otherwise we look forward to seeing you on DATE.  Best wishes,  XXX  *Include privacy notice if applicable.* |
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