**Call for abstracts letter**

Dear [Name],

This is a call for abstracts for the upcoming [conference name], to be held at [location] on [date]. Abstract submission closes on [abstract submission deadline date].

The [conference name] is an annual event that allows Honours, Masters and Ph.D. students to present their research to the local scientific community; to **gain experience** in communicating their research findings through oral and poster presentations; to **promote their talents** to future employers; to **discover** areas of research at other universities, or departments, and to meet new people in the Earth Sciences field.

This student-run conference is an initiative of the Geological Society of Australia (GSA) who support the event, and will be attended by all Earth Science-research and teaching institutions within the Division.

Date:

Location:

Cost: Free for students and GSA members

Abstract submission deadline:

Registration Deadline:

Presentations are invited from all fields of Earth, Atmospheric and Environmental Sciences including, but not limited to:

Hydrogeology and hydrology

Geomorphology

Sedimentology

Atmospheric sciences

Oceanography

Climate systems

Biogeochemistry

Environmental sciences

Heat flow and Geothermal sciences

Palaeontology

Igneous and metamorphic petrology

Economic geology

Physical volcanology

Tectonics and structural geology

Geochemistry

Geophysics and remote sensing

If you could forward this information to any PhD, Honours and Masters student you think may be interested in presenting and/or attending, it would be greatly appreciated. I have also attached a poster outlining the information in the email. If you have an opportunity to print this out and stick it up on your school’s noticeboard it would be very much appreciated. More information on the conference can also be found at [website].

Many thanks,

[CHAIR NAME]

[CONFERENCE NAME]