



SAMPLE EMAIL WITH DETAILS FOR HOW A WRITING RETREAT IS STRUCTURED

Are you trying to make progress on that manuscript, thesis, or grant, but just can't find the time?

Help is on the way! The Writing Retreat is back.

Get going by attending the 5th Annual Writing Retreat on Wednesday, January 11, and spend the entire day working on your writing in a supportive environment!

WHAT IS A WRITING RETREAT?

The Writing Retreat is offered to research trainees at TMC institutions. You'll spend a full day at the retreat working exclusively on your thesis, manuscript, grant or other writing task.

HOW WILL THE RETREAT BE CONDUCTED?

- Trainees will register in advance for the retreat. (Once the first 40 individuals register, others will be placed on our wait-list. Institutional trainees have registration priority over those from external organizations.)
- Mentor permission is required.
- No email, text, or internet except at designated breaks.
- You must agree to stay for the duration of the retreat.
- A scientific editor will be on hand for consultation from 10:00 to 2:00.
- You will receive a certificate of completion.

WHAT ARE THE DETAILS?

Retreat date: Wednesday, January 11, 2017 - 8:30am-4:30pm
Location: CPB 8.1-3
Number of participants: 40

HOW DO I SIGN UP?

1. Send an email to varosella@mdanderson.org with your name, academic level (postdoc, 2nd year Ph.D. student, etc.), department & institution, mentor's name, and a note of what type of document (thesis, manuscript, funding proposal) you will work on by January 6.
2. Ask your mentor/PI to send a brief email stating that they approve your participation in the event. You will not have a confirmed place unless this email is received. The mentor should send the email to V. Rosella and copy you on the email as well.
3. If space is still available, you will receive a confirmation of your reservation to attend.

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