

Example recruitment email for stakeholder meeting

For inaugural stakeholder meeting:

[Fill in highlighted areas with details appropriate to your organization]

Hello,

I'm reaching out to you on behalf of [Your organization name / website link].

We are building a pilot crowdsourced bathymetry (CSB) program focused in and around [Your CSB region]. If you are unfamiliar with CSB, in short it is the collection of seafloor depth from vessels engaged in their routine operations using simple data logger technology.

CSB is a global citizen science initiative with the potential to generate transformative datasets with community benefits such as:

- Rapid change detection of seafloor features after storm events
- More frequent updates to nautical charts
- Improved data for modeling coastal flooding and storm surge estimates

[Optional / if you have a website]

Our website [Attach your website link] **has more information about CSB and** [Your CSB program name].

Part of building our program includes working with relevant community members while we're on the ground floor.

On [Meeting date] we are planning a day-long meeting at [Meeting location] with a small group ([Number of participants]) of invitees from private businesses, government agencies, and nonprofit organizations to formally launch [Your CSB program name].

We have identified your group as a potential participant or stakeholder whose input would be invaluable to the program.

More information will follow but if you or someone from your organization is interested and willing to attend, we ask that you [RSVP via this form](#) [Attach link to a Google form / preferred survey format] or respond to this email by [Date].

If you have any questions, please don't hesitate to contact [POC name and email address]

We appreciate your consideration.

Regards,

[Your name, Organization]

Example follow-up email:

We're looking forward to hosting you all on [Meeting date] for our first stakeholder meeting as we work to build a crowdsourced bathymetry program in [Your CSB region].

To reiterate the details, the meeting will be at the [Meeting location] at [Meeting time].

[Optional / if providing refreshments] We will provide lunch and refreshments so please let me know if you have any dietary restrictions as we are happy to accommodate.

I've created Outlook (attached) and [Google](#) events to easily add the meeting to your calendars.

You are not expected to do anything to prepare for this meeting aside from perusing our website [\[Attach your website link\]](#) if time allows. It may be helpful to bring a notebook with you for notes, but no computer or other materials should be needed.

I'll be in contact as we get closer to the meeting date with final details about how to find parking, the exact meeting location, as well as a brief agenda with an overview of the day.

For second stakeholder meeting:

[Fill in highlighted areas with details appropriate to your organization]

Dear [Recipient's name],

[Your organization] is working to initiate a crowdsourced bathymetry (CSB) program in [Your CSB region].

I immediately thought of you and [Recipient's organization] to be a part of this initiative. I'd like to invite you to a half-day stakeholder meeting on [Meeting date] to learn about and discuss our CSB program.

In short, CSB is a global citizen science initiative that uses simple data logger technology to record depth information from boat echosounders.

We have been building our own regional CSB program, called [Your CSB program name / website link], as part of [List funding agency / initiative, as applicable] for the last [Duration of time / age of program]. We think you/your organization could benefit from, and potentially participate in, this

movement to more frequently collect bathymetry (seafloor depth) data in and around [Your CSB region]. I am adding a couple more links that will provide some information prior to the meeting:

A short [video by CHS](#) on what installing a logger means, and our [Equipment Check](#) webpage [Add link to your own webpage, if applicable].

The focus of this meeting will be to recap an inaugural stakeholder meeting we had in [1st meeting date], while delving deeper into the practicalities of sustaining a CSB program in [Your CSB region]. We'll also spend time focusing on the applications of CSB data and how [Your organization] can best serve that information to potential stakeholders, such as yourself.

Our meeting will be [Meeting time] at the [Meeting location]. More details will follow, but we ask that if you're interested to please RSVP via [this form](#) [Attach link to a Google form / preferred survey format] as soon as possible or respond to this email by [Date] at the latest.

If you have any questions or would like to be removed from our communications regarding CSB, please let me know.

Regards,

[Your Name, Organization]

Example follow-up email:

We're looking forward to hosting you all [Meeting date] for our second stakeholder meeting as we work to build a crowdsourced bathymetry program in [Your CSB region].

To reiterate the details, the meeting will be at the [Meeting location] at [Meeting time].

[Optional / if providing refreshments] We will provide lunch and refreshments so please let me know if you have any dietary restrictions as we are happy to accommodate.

I've created Outlook (attached) and [Google](#) events to easily add the meeting to your calendars.

You are not expected to do anything to prepare for this meeting aside from perusing our website [\[Attach your website link\]](#) if time allows. It may be helpful to bring a notebook with you for notes, but no computer or other materials should be needed.

I'll be in contact as we get closer to the meeting date with final details about how to find parking, the exact meeting location, as well as a brief agenda with an overview of the day.

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