WRISE 2019 Leadership Forum

Attendee Toolkit

Our Attendee toolkit has everything you need to make attending the WRISE Leadership Forum easy. Here is an out of office message you can copy and paste.

**Sample Out of Office Message**

Now that you have your company’s support to attend the WRISE Leadership Forum, use this template to create an out of office message for your email.

**Sample Out of Office Message**

Subject: Attending WRISE Leadership Forum February 19-21st

Hi there,

I hope you are well.

Thank you for your message. I am attending the WRISE Leadership Forum from February 19-21, 2019.

I will be checking emails periodically while I’m away and will return to the office on February 22, 2019. Thank you for your patience in my reply.

For urgent matters, please contact me directly on my cell: **(number**) or reach out to my colleague **(name and contact information)**.

**[Standard Signature Line]**