

# Invitation

Organisation:

## Palliative care case conference

To:	Email/fax number:
From:	No. of pages: (including this page)
Subject: Palliative care case conference	Date sent: (dd/mm/yy):

Dear \_\_\_\_\_

A palliative care case conference is being organised for (name): \_\_\_\_\_

Date of Birth (dd/mm/yy): \_\_\_\_\_

Proposed date (dd/mm/yy): \_\_\_\_\_ Start time: \_\_\_\_\_

Expected duration: \_\_\_\_\_ Venue: \_\_\_\_\_

As an important member of the care team you are invited to participate.

Reason for case conference:

Please indicate availability to participate in this case conference by ticking one of the options below:

Attending in person      Unable to attend

Attending via teleconference (Microsoft Teams / Zoom / Other): \_\_\_\_\_

Please reschedule so I can attend.      Proposed alternative date: (dd/mm/yy): \_\_\_\_\_ and time: \_\_\_\_\_

Please email/fax this back to (insert email/fax number): \_\_\_\_\_

Kind regards (name): \_\_\_\_\_

Role: \_\_\_\_\_ Organisation: \_\_\_\_\_