**From:**

**To:**

**Cc:**

**Sender:**

**Date:**

**Subject**: Inside the ABW studio–Agenda and instructions

[Insert picture or image of your organization’s modernization project, if available.]

To support your ability to fully participate in the upcoming “Inside the ABW studio” virtual session, a deck has been developed that contains information on the following:

* Objective of the session
* Agenda
* How to use [insert type of platform, e.g. WebEx, Zoom, Jabber, etc.]
* How to participate using [insert type of platform, e.g. WebEx, Zoom, Jabber, etc.] functionality

This session will be open to all [insert name of organization] staff and you will be able to participate from the location of your choice. In order to ensure that everyone has the opportunity to ask their questions, it will be facilitated by using two features of [insert type of platform, e.g. WebEx, Zoom, Jabber, etc.]:

1. the “Raise Hand” icon [edit as required based on platform]
2. the “Chat” panel [edit as required based on platform]

The deck contains instructions on how to use these features.

As your facilitator, I will be managing the traffic during the Q&A portion.

The session will be recorded and available for all who may want to reference it. To ensure we get a clean recording, the deck also contains instructions on how to mute and unmute your voice so as not to inadvertently create unnecessary background noise.

I strongly encourage you to review this deck prior to the session. [Insert name] has graciously agreed to participate as our [insert type of platform, e.g. WebEx, Zoom, Jabber, etc.] support during the session. If you have any questions about how to use [insert type of platform, e.g. WebEx, Zoom, Jabber, etc.] prior to the session or have problems during the session, please do not hesitate to contact [insert “him” or “her”].

Our colleagues from [insert name of organization] are very much looking forward to discussing their experience with you and answering your burning questions about working in an ABW environment.

Thank you,

[Insert signature block]