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**Workplace Transformation Program**

meeting room NAMING ACTIVITY - RESULTS ANNOUNCEMENT

**VERSION 1**

**Date:** february 2023

Meeting room naming activity - Results announcement - Workplace transformation Program

***To be removed before sending***

**Objective:** This document presents an example that can be used to announce the winner(s) of the Meeting room naming activity

**Target audience for this document:** All impacted employees assigned to the new GCworkplace work environment

**Who sends and signs this:** Executive Sponsor

**When to send the announcement** : Any time once the winner(s) has/have been selected

**Expected outcome**: empowering employees, fostering ownership of the workplace

The **French** version of this document is available here : [FR version](https://wiki.gccollab.ca/images/1/1d/WTP_-_Meeting_room_naming_activity_Results_announcement_FR.docx)

**TO:** All impacted employees

**FROM:** [EXECUTIVE SPONSOR]

**SUBJECT:** [Project name]meetingroom naming contest winner(s)!

**PLATFORM: [MS Outlook]**

We have a **[winner or winning team]**!

[**Employee name (s)**] theme and names havebeen selected as the preferred option by your Change Agent Network! The winner(s) will hold the prestige of having their recommendations assigned to our meeting rooms and **[add a reward from the proposed list in the Meeting room Naming Activity Guide]**.

Here are the official theme and names for our new meeting rooms on the [**floor #**]:

Theme: [**Floor theme**]

Meeting rooms: [**List the meeting room types and numbers with the chosen name for each**]

We wish to thank you all for your fantastic participation!

[**EXECUTIVE SPONSOR SIGNATURE**]