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**Workplace Transformation Program**

meeting room NAMING activity invitation

**VERSION 1**

**Date:** FEBRUARY 2023

Meeting room naming invitation - Workplace Transformation Program

***To be removed before sending***

**Objective:** This document presents 2 examples that can be used to invite all impacted employees to participate in a meeting room naming activity in order to identify names for all meeting rooms in the modernized work environment

**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 invitation** : Coordinate with your project team as the activity must be completed in time in order to include the chosen names in the signage package.

**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/5/53/WTP_-_Meeting_room_naming_Announcement_FR.docx)

**TO:** All impacted employees

**FROM:** [EXECUTIVE SPONSOR]

**SUBJECT:** **[Project name]** Meeting room naming contest!

**PLATFORM: [MS Outlook]**

It’s time to get your creative juices flowing to name the [**floor #**] meeting rooms! Our new floor will have [**# of meeting rooms to name**] and we are looking for your help in naming them. The winner(s) will hold the prestige of having their recommendations assigned to the meeting rooms and win a **[add a reward from the proposed list in the Meeting room Naming Activity Guide, if applicable]**.

**How to participate:**

1. Work on your own or submit as a team
2. Select a theme for the meeting room names **[include additional guidance as required]**
3. Include [**# of rooms**] suggested meeting room names related to your theme **[use attached template]**
4. Submit your theme and names to **[add email address for submission]** by **[deadline date]**

**Notes:**

* Your submission must be in both official languages
* Each submitted name must not exceed **[# of characters]** total characters, including spaces

The winning submission will be determined by your Change Agent Networkand will be announced in an upcoming communication.

I look forward to announcing the winning entry. Best of luck to all who participate!

Thank you,

[Executive sponsor signature]