**From:**

**To:**

**Cc:**

**Date:**

**Subject:** You are invited to the “Inside the ABW studio” event!

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

Want to hear from [insert name of organization] colleagues who have made the transition to an activity-based working (ABW) environment? Ask questions to someone who performs similar functions to you in a GCworkplace environment? Then here is your chance to participate in an interactive [insert type of platform, e.g. WebEx, Zoom, Jabber, etc.] session with [insert name of organization] colleagues from [insert name of town where both parties are from].

These colleagues will share their experiences preparing for and working in an ABW environment. Panel members represent [list the sectors represented, e.g. Professional and Technical Services, Accommodation and Portfolio Management, Procurement, Corporate Operations, and Human Resources].

There will be three sessions to choose from. Registration for your preferred session can be completed by following the link to the session below. Details on how to connect to the [insert type of platform] will be sent closer to the dates of the sessions.

| **Session #1** [insert date] [insert time] | **Session #2** [insert date] [insert time] | **Session #3** [insert date] [insert time] |
| --- | --- | --- |

Bring your questions and your concerns, and get answers from people who have lived the change. If you have any questions concerning the sessions, please do not hesitate to contact the [insert email address of the relevant person or team].

Thank you,

[Insert signature block]