

The following text is intended to be cut & pasted into an email distribution to your work session participants. The blue items should be updated and turned to regular black text prior to sending the email.

- If desired, you can alter this note slightly and use it to invite folks to both the planning call and work session.

\*\*\*\*\*

Thank you for participating in the upcoming <XXXX worksession(s)> for the <XYZ Project>. These sessions are designed to:

- <fill in with the session objectives>.
- 
- 

Information gathered during this work session will be used to <fill in with what the deliverable will be used for.>. To gain the most benefit, we ask that participants in the same location come together. This face-to-face collaboration will improve the dialogue, reduce the number of distractions, and lead to a better outcome.

Here are the session details and logistics:

**Meeting Info:**

<b>Days &amp; Times:</b> Wed., September 7 <sup>th</sup> , 2005 2:30 – 5:00pm ET	<b>Location:</b> Conference Room # <b>Bridgeline:</b> 866.214.3175 <b>Pass Code:</b> 523.2009#
<b>Web Meeting Link:</b> control + click to go to link <a href="http://www.att.teleconference.com">www.att.teleconference.com</a> Meeting # 9205923509 Code 5208359	
<b>Documentation:</b> <a href="http://www.intrawest.com/projectdoc">www.intrawest.com/projectdoc</a>	

**Additional Action on Your Part:**

Prior to the Session, please do the following:

- Review the attached documents to be prepared to contribute fully.
- Complete any assigned Action Items related to this Session.

We look forward to productive sessions and benefiting from the quality deliverables created by your team. If you have any questions, you can contact me at < your name, phone number/pager number, email address>.

Thank you,

<Project Manager Name>