Email Subject: WBL Activity Confirmation

Dear insert name,

Thank you so much for volunteering your time to participate in insert work-based learning activity next week. The students have been preparing for this experience, and we hope you are as excited as they are to hear from you.

Below are a few details that we wanted to confirm and remind you of to make the visit run smoothly. We ask that you review this reminder in detail now and once again on the day of your visit. If you have any questions at all, please contact me by phone or email.

**Date:**

**Time:**

**Arrival Logistics**

Location: Insert address or virtual platform

1. Park insert parking instructions
2. Check in insert location and include room and/or building number
	1. Arrive **15 minutes early** to navigate security or parking issues
3. Walk to the room with insert student escort name

If virtual:

1. Log on insert virtual platform via this link: insert link and call-in information in case of any computer audio issues

**Materials - to be shared no later than one day before engagement**

* Send any slides and participant materials - handout, working files, etc., if applicable.
* Communicate any technology needs.
* Bring business cards to share with the students (optional for in-person).

**Attachments**

* Insert title of attachment 1
* Insert title of attachment 2

If you have any questions or concerns, feel free to contact me. We want to make sure that both you and the students get as much out of this experience as possible, so please let us know if there is anything that we can do to further prepare for the engagement.

Thank you so much for your time.

Sincerely,

Name

Position

Academy of Theme

Email

Phone