**Event Follow on Email Templates**

**Immediate Follow on**

‘On behalf of the Data Study Group Team, we would like to say a huge thank you for taking part in The Alan Turing Institute Data Study Group and for making the [xxx] DSG a resounding success.

We'd like to draw your attention to the following points of interest:

* Feedback questionnaire
* Reports
* Confidentiality
* LinkedIn
* Expenses

**Feedback**

We would be grateful if you could take a few minutes to complete our event feedback questionnaire. This is indispensable for evaluating the DSG; in helping us identify what works and what you've enjoyed as well as identifying areas for development. Completing this feedback questionnaire will also enable us to keep in touch with you regarding follow-up opportunities and projects involving the DSG challenges. Once you have completed the feedback questionnaire you will be directed to a separate follow-on work questionnaire where you can declare your interest in further projects with the challenge owners.

[<https://www.smartsurvey.co.uk/s/THODF/>]

**Report writing**

The reports that you wrote last week need to be tidied and require editing. We will be in contact with some of you in the near future regrading report finalization. Please be aware that you may be contacted by your challenge PI for clarification of work done during the week, it would be greatly appreciated if you’re a responsive to such enquiries.

**Confidentiality of your DSG work**

Now that you are no longer working on the challenges in person at the Turing, we appreciate you will want to discuss with others the work you did during Data Study Group week. You are welcome to discuss any of the information that is available publicly and the methods you used, but please do not discuss specific results. We will work hard with our partner organisations to publish your reports as soon as possible. Once they are available, you can discuss their contents freely. We’ll send you the final reports before they are published in order for you to consent to your name being listed as author.

**LinkedIn**

As part of our ongoing efforts to create a persistent community around the Data Study Groups we would like to invite you to join our LinkedIn group <https://www.linkedin.com/groups/13680664/> .

This is a private group only for past members to exchange stories, feedback but also opportunities for work and research. We will also post about upcoming Data Study Groups and other similar type events as well as follow on research & impact opportunities.

**Travel expense claims**

Please send BOTH your completed travel expense forms (the expense claim form and policy compliance form) as well scans of all receipts to datastudygroup@turing.ac.uk’

*NB: Attach expenses both expenses forms, transparency agreements and be sure the survey is updated.*

**Reminder**

‘This is a reminder that if you have not yet submitted your travel expenses, please return and complete the attached forms along with any receipts to [datastudygroup@turing.ac.uk](mailto:datastudygroup@turing.ac.uk)

The deadline for expense claims is [X].

Additionally, if you have not completed our event feedback questionnaire please follow the link below. Once you have completed the feedback questionnaire you will be directed to a separate follow-on work questionnaire where you can declare your interest in further projects with the challenge owners.

[<https://www.smartsurvey.co.uk/s/THODF/>]

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**Receipt of Expenses**

‘Thank you for returning your completed expenses forms. We will get that processed for you shortly.’