**Facilitator Email Templates**

**Invitation to Facilitate**

Thanks again for applying to take part in the Data Study Group next month here at Turing! We’re really excited to have you join us. As you may be aware, we select facilitators based on strength of applications, and we really liked your application. In addition, the challenge PI nominated you as an excellent candidate. We think you might make a great facilitator. So we’re writing now to ask if you would like to be the team facilitator for the [X] challenge: ‘[Challenge Title]’.

A Data Study Group facilitator's responsibility is to bring out the best in the team members and oversee the interactions within the team. This kind of facilitation is integral to the success of a fast-paced multidisciplinary project.

The Data Study Groups cannot succeed without a team of great facilitators. We aren't able to pay you for your time but the experience will help you develop leadership and team management skills that are crucial to success as a data scientist in industry, or as a principal investigator in academia.

Our team will be there to support you every step of the way too.  The first part of this support - if you would like to take the facilitator role of course - is to join us for some facilitator training on [X] here at Turing.  The day will include some facilitation soft skills, working with our Researcher Development team, and technical training on how to access our analysis environments and tools.  We’ll reimburse travel expenses and can book you accommodation in London if needed.

The facilitator role description attached is a useful document to review to decide if this opportunity is something you would like to take up. Please do let us know if you have any questions before you decide!

*NB: Attach Facilitator Job Description*

**Confirmation of Role**

I am writing to congratulate you on your appointment as facilitator for the [X] challenge at The Alan Turing Institute Data Study Group from [Date].

As mentioned in the invitation to facilitate, we are hosting a training day for all facilitators on [date] at The Alan Turing Institute. The day will include some facilitation soft skills, working with our Researcher Development team, and technical training on how to access our analysis environments and tools.  We’ll reimburse travel expenses and can book you accommodation in London if needed, please let us know as soon as possible if you’d like us to book you a room.

Please ensure you are at the Turing ready to start at [Start time].

Ahead of the training please find the facilitator pack attached, this contains the agenda for the day as well as some brief preparation materials.

*NB: Attach Facilitator Pack*

**Facilitator/ PI Introduction**

Please allow me to introduce you to one another if you haven’t met already, [Facilitator] has been selected from the pool of DSG applicants to be the facilitator for the [X] challenge. [PI] has been working as the principal investigator for this challenge for several months. As you know we will be holding a training session for all our facilitators on [Date]. The safe haven environments should be ready for testing at the training day which will help your team to access challenge data quickly on Monday (this can sometimes be a bit fiddly). Please find the facilitator training day agenda attached.

[PI], it would be great if you could arrange a meeting or call with [Facilitator] this week, to explain where the challenge has got to.

**Facilitator Training Joining Instructions**

To access the Institute tomorrow morning please enter through gate 8 off Midland Road (see map attached), the security desk will be expecting you.

I look forward to meeting you tomorrow.

*NB: Attach British Library Map*