Professional Learning Partner Communications



Workshop reminder emails - Automated

Emails will be sent 10 and 3 calendar days before the first day of the workshop to remind the teacher, and provide them with more details.

Subject: Reminder: Your Code.org workshop is coming up -- see you soon!

From: Workshop organizer

Dear FIRST NAME,

We're looking forward to seeing you at your Code.org professional development workshop on Saturday! Together with your peers and facilitators, you'll gain the support and resources you need to make a difference at your school.

If you have any conflicts with these dates, please email your workshop organizer. If you have questions, check out the FAQ or let your workshop organizer know.

Workshops Details

Date and Time

Saturday, March 12, 2016 8:30 am - 3:30 pm

Location

NOVA Southeastern University 3301 College Ave Carl Desantis Building, Room 3028 Fort Lauderdale, FL 33314

Print your parking pass: <u>code.org/files/2016-03-12Code.org.pdf</u> and visit <u>code.org/educate/pd/15-16/broward#csp</u> for your workshop details.

Catering

Breakfast and lunch will be served. We will offer vegetarian options, but please plan to bring your own meal or eat responsibly if you have any other dietary restrictions or food allergies.

What to bring

- Curriculum guide
- · Laptop and charger
- Water bottle and snacks

See you soon,

Workshop organizer