

Email Template #2: Invite Working Group Members to Orientation

Greetings [NAME],

Thank you for agreeing to join a **Badges for Learning Working Group**.

After reviewing the results of the Doodle poll, we have decided to offer two **Working Group Kick-Off events**. You are strongly encouraged to attend one of the two events (you do not need to attend both; two different times and locations are being provided for your convenience.)

These kick-off events are an opportunity for you to learn more about work that's been done in Pittsburgh around digital badges, be provided with an outline of expectations, and meet the facilitator that will lead your group. These events will function as your orientation to the working group process and prepare for the activity that will follow.

Monthly working group meetings will begin after the kick-off events. Your group's facilitator will be in contact with you to schedule these meetings.

Please choose 1 of the following events to attend:

[*RSVP for Working Group Kick-Off Event #1*](#), Friday, [date], [duration of event], [event location], [address and hyperlink to online maps]

[*RSVP for Working Group Kick-Off Event #2*](#), Tuesday, [date], [duration of event], [event location], [address and hyperlink to online maps]

Please let me know if you have any questions or concerns. I look forward to seeing you at one of these events!

[NAME]

[CONTACT INFO]