**Email 2**

**Reminder**

We look forward to celebrating our incomparable Leader of the Years honoree Artis Hampshire-Cowan ('89). She is the quintessential bridge-builder and community advocate. Artis’s work has made an indelible positive impression on our region through her exemplary career accomplishments and profound civic service. She is truly a leader of the years, and we are thrilled to bring you together Saturday to honor Artis for her ingenuity, commitment and exceptional community impact.

**How to Access the Event**

Step One

Use a laptop or desktop and ensure that you have the most recent version (5.3.1) of the Zoom app downloaded on your computer to participate in the networking session. Use this [link](https://zoom.us/download) to download the most recent version. When the Zoom Download Center opens in your web browser, download “Zoom Client for Meetings.” Create a login if you do not have one. When viewing the Celebration of Leadership, use the button at the top of the Zoom window to view in full screen. The button displays 4 arrows and is located at the top right of the Zoom window.

Step Two

Click the link below that says, “Access the Event.” The link will open a web browser, where you will see a prompt asking if you would like to view in the Zoom App. Click “Yes” to be redirected to the Zoom app, where the meeting will automatically open.

Step Three

When the Zoom meeting opens, make sure your screen is in “speaker view” by clicking the button at the top right corner of the Zoom window. Enjoy the celebration!

**How to Engage**

Pre-Event Social

Celebrate Artis Hampshire-Cowan’s achievements with our signature drink for the evening – and her favorite – the Kentucky Mule! For your celebratory drink you will need the following ingredients: 1 oz. Bourbon (optional), ½ oz. fresh lime juice, Ginger Beer, Lime Wedge, Mint Sprig, and Ice. Show off your mixology skills and raise a toast to Artis!

Dress Code

The dress code is festive semi-formal attire. This is the chance you have been waiting for to pull out your evening wear and dress to celebrate. Put on a festive hat, accessorize, or get glammed-up. Let your personal style shine, especially neck up!

Post-Event Networking

The Celebration of Leadership brings our region’s visionary influencers together like no other event. Take advantage of this unique opportunity to connect and mingle with the dynamic and collaborative LGW community and our guests!

At the end of the program, join a networking session by clicking the “Breakout Rooms” button in the toolbar at the bottom of the Zoom window. When the list of breakout rooms pops up, click the blue number to the right side of the breakout room you would like to visit. You can switch between different rooms by clicking the “Breakout Rooms” toolbar, then clicking “Choose Breakout Room.”

DJ Stylus – the Vibe Conductor, will set the tone for our dance party. He is connected to the rhythm and soul of our region and will create magic on the turntables throughout the evening to get us in the spirit of celebrating the extraordinary LGW community. Stay around for the afterparty and bring your loved ones into the room for a dance party!

**Engage on Social Media**

Links to be added to the buttons:

Twitter: @lgwdc

Instagram: @lgwdc

LinkedIn:<http://www.linkedin.com/company/leadership-greater-washington>

Facebook:<https://www.facebook.com/LeadershipGreaterWashington/>

Link for the social toolkit (the final version will live here):<https://lgwdc.org/2020-lgw-celebration-of-leadership-social-media-toolkit>

**Our Team Is Here to Help**

Have a question or need additional information? Contact our event production and support team via email at events@abcandcompany.com or phone at (301) 348-5260

We look forward to celebrating with you!

**Email 3**

**Login Reminder**

The Celebration of Leadership is happening now, let’s honor Artis! First, log in to the Zoom app from a laptop or desktop. Click “Access the Event” below. The link will open a web browser, where you will see a prompt asking if you would like to view in the Zoom App. Click “Yes” to be redirected to the Zoom app, where the meeting will automatically open.

**We’re Live!**

Download our program book to follow along with tonight’s agenda. Use our social media toolkit to access resources to celebrate Artis on social media and use the hashtag: #CelebrateLeadership.

**How to Engage**

Dress Code

A reminder that they dress code is festive semi-formal attire. We are excited to see your outfits. Don't forget to put on your festive hat, accessorize, and get glammed-up. Let your personal style shine, especially neck up!

Pre-Event Social

Celebrate Artis Hampshire-Cowan’s achievements with our signature drink for the evening – and her favorite – the Kentucky Mule! For your celebratory drink you will need the following ingredients: 1 oz. Bourbon (optional), ½ oz. fresh lime juice, Ginger Beer, Lime Wedge, Mint Sprig, and Ice. Show off your mixology skills and raise a toast to Artis!

Post-Event Networking

The Celebration of Leadership brings our region’s visionary influencers together like no other event. Take advantage of this unique opportunity to connect and mingle with the dynamic and collaborative LGW community and our guests!

Make sure you have downloaded the [most recent version](https://zoom.us/download) of the Zoom app. At the end of the program, join a networking session by clicking the “Breakout Rooms” button in the toolbar at the bottom of the Zoom window.. When the list of breakout rooms pops up, click the blue number to the right side of the breakout room you would like to visit. You can switch between different rooms by clicking the “Breakout Rooms” toolbar, then clicking “Choose Breakout Room.”

DJ Stylus – the Vibe Conductor, will set the tone for our dance party. He is connected to the rhythm and soul of our region and will create magic on the turntables throughout the evening to get us in the spirit of celebrating the extraordinary LGW community. Stay around for the afterparty and bring your loved ones into the room for a dance party!

**Our Team Is Here to Help**

Have a question or need additional information? Contact our event production and support team via email at events@abcandcompany.com or phone at (301) 348-5260

We look forward to celebrating with you!