



## .04

### **SAMPLE INVITATIONS AND REMINDERS** EMAIL TO PARTICIPANT FOR WORKSHOP PREPARATION

Dear XXX,

XXPersonal introduction, thanking the person for his/her intention to participateXX

We are very pleased that you will join the Water Integrity Knowledge Sharing and Action Planning Workshop which will take place in [XXlocationXX] on [XXdateXX].

Attached are the final programme and participant overview for the event.

We aim to have a workshop at which all participants have the time to share their thoughts and experiences and learn from each other. In order for this to happen, we kindly ask you to think in advance about the following questions:

1. How could integrity be played up in the projects you are involved in?
2. What do you wish to learn about water integrity?
3. Who do you most want to learn from during the event?
4. What would you want to take away from the workshop?

Please don't hesitate to share your thoughts with us at XXemailXX.

We would be very happy to hear about your experience and project plans during our project sharing session. This session is meant for participants to get to know each other and get insight on each other's projects based on short presentations (maximum 3 minute project pitches). Please bring along to the event an object, poster, presentation page, or anything that describes your work well and that you would feel comfortable presenting.

We look forward to welcoming you.

Best regards,  
XXX



## .04

### SAMPLE INVITATIONS AND REMINDERS EMAIL TO RESOURCE PERSON OUTLINING ROLE

Dear XXX,

[XXPersonal introduction, thanking the person for his/her intention to participateXX]

We are very pleased that you have accepted our invitation to join the Water Integrity Knowledge Sharing and Action Planning Workshop which will take place in [XXlocationXX] on [XXdateXX]. We very much appreciate you contributing to the event and look forward to welcoming you.

Attached are the final programme and participant overview for the event.

The afternoon of the first day of the workshop is dedicated to tools. We aim to present all tools in an informal marketplace setting where presenters have a small space to promote their tool and pitch it briefly to other participants. We kindly ask you to prepare a short oral introduction on the usefulness and applicability of your tool for this purpose and a set of 2 pages (or powerpoint slides) to illustrate your speech. We would be grateful if you could send us these pages in advance, and by [XXdateXX], to allow for printing. In addition you are also welcome to bring tool information leaflets or brochures to hand out to the participants.

In the tool marketplace, participants will be asked to select two tools that they wish to explore in break-out groups. The break-out groups are meant to allow you to lead a discussion about your tool with interested participants, to identify opportunities for practical applications in current and future projects. We will provide the practical material and equipment you may need for such a discussion (flipcharts, markers etc) and support you with reporting if necessary. Please don't hesitate to let us know should you have any specific needs.

Will you be available on the second day, [XXdateXX], of the workshop? You are welcome to participate in the round tables and discussions on opportunities to mainstream water integrity. We very much look forward to your contributions in all these discussions and in the plenary sessions.

Best regards,

XXX