Ci3T Template Emails

# Directions: Template sample emails to Ci3T Leadership Teammembers are provided for Implementation Session 4Implementation Session 4

## 1 Week before Email

Subject: Ci3T Implementation Session 4 [day of the week] [date]

Greetings!

We are greatly looking forward to meeting with your team at the fourth Implementation Support session on **[day of the week and date]**.  The session is entitled “Supporting Student Success across the Tiers,” and will be held in **[room name]** at **[venue name and address]**. You can find an agenda for the session attached to this email. As a reminder, food is not provided at these sessions, but positive, productive conversations and data-informed professional learning will be served!

**Preparation**

* We strongly encourage every Ci3T Leadership Team member to bring a laptop or tablet to the training.  We recommend at a minimum there be three laptops per team.  If possible, please bring a fully charged device. Computers will be used to access Dropbox for materials, agenda, PowerPoint, etc.
* The training agenda is attached and will also be available in Dropbox.  If you would like a hard copy, feel free to print one for yourself, otherwise plan to work on your tablet or computer.
* Please also bring your Ci3T interactive eBook, the four books, and journal special issue:

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**Location and time.**The session will be held in **[room name]** at **[venue name and address]**. We will begin promptly at **[start time]** and end at **[end time]**. We welcome you to arrive a few minutes early to set up your technology and select your favorite seat!

**Parking.** Parking is **[describe parking location and any related expenses].**

We look forward to seeing you all on **[date]**! Please feel free to contact **[contact name]** by email or phone **[phone number]** if you have any questions!

Respectfully,

|  |  |  |
| --- | --- | --- |
| **Ci3T Team Implementation Support****[location]** |  | Times |
| 1. Session 1
 | **[date]** | **[times]** |
| 1. Session 2
 | **[date]** | **[times]** |
| 1. Session 3
 | **[date]** | **[times]** |
| 1. Session 4
 | **[date]** | **[times]** |
| 1. Session 5
 | **[date]** | **[times]** |

1 Day before Email

Subject: Ci3T Implementation Session 4 Tomorrow

Greetings!

We are looking forward to working with you **tomorrow!** Just a last reminder that the location for tomorrow’s Ci3T Implementation Session 4 is [room, building, full address, parking instructions]. Please contact us if you have any questions.

Registration opens at [time], and we will begin promptly at [time].

**Laptop:** We strongly encourage everyCi3T Leadership Team member to bring a fully charged laptop. Documents will be available in Dropbox; look for your folder invitation later this afternoon!

**WiFi:** User name: [location Wi-Fi username]

 Password: [location Wi-Fi password]

Please also bring your Ci3T interactive eBook, the four books, and journal special issue:
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We look forward to seeing you soon! Please feel free to contact us with any questions (emails are great, or contact [contact name] directly at [contact phone]).

Respectfully,