Sample Reminder Note

Greetings,

We are pleased that you are able to participate in the *Making the Learning Connection* workshop at the (HOST INSTITUTION) on (DATE).

In preparation for the upcoming workshop, we suggest you take a look at the IMLS *Museums, Libraries, and 21st Century Skills* report available on the IMLS web site (http://www.imls.gov/assets/1/AssetManager/21stCenturySkills.pdf). Focus, if you can, on the list of skills, the Self-Assessment Tool, and the Community Learning Scan. Additionally, an online version of the Self-Assessment Tool is available at http://imls21stcenturyskills.org. We will have hard copies of the report available at the workshop.

For your convenience, the details are below:
Date:
Fime:
Location:
Room:
Parking:
Food:
f you have any questions, please don't hesitate to e-mail (E-MAIL) or call (PHONE),Thanks again and we look forward to seeing you!
Best regards,

(NAME, TITLE INSTITUTION)