

Appendix C. ECE Apprenticeships Meeting Reminder and Advance Materials

Meeting Reminder and Advance Materials

Subject Line: Reminder & Information: Convening on early care and education apprenticeships for a federal project

Attachments: Annotated Bibliography, Learning Agenda Detailed Outline, Power Point presentation

Dear [NAME],

Thank you so much for agreeing to participate in our convening on early care and education (ECE) apprenticeships taking place virtually on [insert date and time of the convening]. Below, we include further information about the convening and the attached materials.

Convening agenda:

- Welcome and introductions
- Project overview and convening objectives
- Key project findings and group reflection on the findings
- Overview of breakout session topics and discussion questions
- Small group breakout sessions to discuss priority topics for future research
- Whole group reflections on priority topics for future research
- Concluding remarks

Breakout session preferences - Please respond

Please indicate your preference for each breakout session by completing this 2-minute questionnaire: [INSERT LINK]. We will do our best to accommodate your preferences.

- Breakout Session 1
 - o Exploring the development and implementation of ECE apprenticeships
 - o Understanding the financing and costs of ECE apprenticeships
 - o Understanding participation and access
 - o Measuring outcomes and effectiveness
- Breakout Session 2
 - o Exploring the development and implementation of ECE apprenticeships
 - o Understanding the financing and costs of ECE apprenticeships
 - o Understanding participation and access
 - o Measuring outcomes and effectiveness

Instructions for using Mural:

As a part of the convening, we will be using Mural, an online platform, to facilitate brainstorming, discussion, and consensus-building. The link to the Mural will be shared during the convening, but will also be accessible after the convening here: [insert link]. You will be able to access Mural as a guest and do not need to create an account in advance of the meeting.

Zoom and calendar invitation:

You should have received a calendar invitation from [insert name of project research analyst] including instructions for joining the virtual convening. We have also included the Zoom link here: [insert Zoom link].

Attached materials:

Attached please find three documents that serve as the basis for the information we will present and discuss during the meeting:

- **Draft Annotated Bibliography.** This document presents a draft summary of the resources we identified through an environmental scan to gather literature on ECE apprenticeships as well as from recommendations from experts.
- **Draft Learning Agenda Detailed Outline.** This document presents a draft of key findings and gaps in knowledge we have identified based on work to date.
- **Power Point presentation.** The Power Point slides present the draft findings summarized in the detailed outline, provide a preview of the topics we plan to discuss, and present questions that will be discussed during the convening.

These resources are still in draft form and we ask that you do not distribute them.

We look forward to hearing your perspectives on [date/time]. If you have any questions on the convening or any information presented in this email, please feel free to reach out at any time.

Sincerely,
[NAME]

Meeting Reminder and Questionnaire Follow-up

Dear [NAME],

Thank you so much for agreeing to participate in our convening on early care and education (ECE) apprenticeships taking place virtually on [insert date and time of the convening]. In preparation for the meeting, **please indicate your preference for each breakout session by completing this 2-minute questionnaire:** [INSERT LINK]. We will do our best to accommodate your preferences.

- Breakout Session 1
 - o Exploring the development and implementation of ECE apprenticeships
 - o Understanding the financing and costs of ECE apprenticeships
 - o Understanding participation and access

- o Measuring outcomes and effectiveness
 - Breakout Session 2
- o Exploring the development and implementation of ECE apprenticeships
- o Understanding the financing and costs of ECE apprenticeships
- o Understanding participation and access
- o Measuring outcomes and effectiveness

Please respond to the brief survey by [date/time].

We look forward to hearing your perspectives ECE apprenticeships at the meeting on [date/time]. If you have any questions on the convening or any information presented in this email, please feel free to reach out at any time.

Sincerely,
[NAME]