

Information Session Registration Confirmation Email

Confirmation Email (in response to RSVP):

Dear [ATTENDEE],

Thank you for your interest in learning more about the Culture of Continuous Learning (CCL) Project. This email is to confirm your attendance at the [INFORMATIONAL SESSION] on [DATE]. We are looking forward to meeting you to share information and discuss this exciting project.

As a reminder, the information sessions will cover the following information:

- ♦ What is the Culture of Continuous Learning Project?
- ♦ What is a Breakthrough Series Collaborative (BSC)?
- ♦ What is the mission and scope of the BSC within the CCL project?
- ♦ What are the expectations and benefits of participation?
- ♦ What is the timeline and what are the key dates?
- ♦ Question & Answer discussion

The information session will be held from [TIME] at/on [LOGIN INFORMATION]. If you have any questions, don't hesitate to call me at [PHONE NUMBER] or email me at [EMAIL].

Best,

[NAME]