

Sample Introductory Email

Thank you for your interest in the Family Recovery Journey program at [your society e.g. Manitoba Schizophrenia Society]. I will be the facilitator for the program, which begins on [day and date] at [time] and will be delivered online. Please see the attached schedule.

You will also find an Agreement for Video Conferencing attached to this email. Please date and sign this and return it to me by email or fax to [your fax number].

If you have never participated in an online meeting using GoToWebinar before, check here for some answers to frequently asked questions: <https://www.gotomeeting.com/en-ca/webinar/online-webinar-support>

Other tips are:

- Log in to the meeting a few minutes before it starts. This will prevent any undue delays. You will be in a virtual “waiting room” until I start the meeting.
- Your microphone will be muted when you join. This is to prevent everyone getting too much background noise. When we reach the Q & A time, you can unmute your microphone to speak. It is a good idea to “raise your hand” before speaking so everyone isn’t talking at once.
- There is a chat where you can type in questions or comments throughout the session.
- These sessions will not be recorded and we ask you not to attempt to record them in any way, to respect the confidentiality of everyone present. If there are other people in the room with you, please let us all know.

If you have any questions about the program before we begin, feel free to ask me. My phone number is [area code and number] or you can email me.

Please note that the program is for family and friends of persons who experience psychosis and is not suitable for anyone who has active psychotic symptoms.

I look forward to meeting you on [date]

Kind Regards,

[Your Name]

