

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:

Time:

Location:

Room:

Parking:

Food:

If 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)