****

**Take a Look at Teaching**

**Confirmation of Attendance**

**Notes:**

* **Edit document to reflect your specific event details.**
* **Email to registered attendees 3-6 days before the summit.**
* **Attach Discussion Questions (Exhibit K) to the confirmation email.**

Good afternoon,

Thank you for your interest in attending the *Take a Look at Teaching* summit in [enter city], NY. The summit is hosted by [enter your local name here] and will take place on [enter day of the week, date, location and address].

The summit will take place from [enter start and end time of summit] and doors will open to participants at [enter time]. The first hour will feature [enter ‘roundtable discussion’ or ‘panel discussion’] including teachers, students, higher education faculty, administrators, and community members. In the second hour, participants will come together in a plenary session to share highlights from their small-group conversations.

Please review the attached discussion questions in preparation for the summit. This is a working event. Be prepared to roll up your sleeves and problem solve with our fellow summit participants.

To arrive at [enter location], please take [insert driving directions and parking instructions here].

**Cancellations** to the event should be sent to [enter event contact person with email and/or telephone].

We look forward to your participation in the summit. Thank you for supporting our efforts to address the teacher shortage and educators workforce diversity in New York State.