

**Subject:** Please save the date for [insert date & region] I-LEAD Orientation on [insert date]

Dear NAME,

Please save the date for the [insert date & region] I-LEAD orientation webinar on [insert day, date and time] [insert time zone] time, and [insert alterative time zone within same region].

This orientation webinar will provide a background on the goals of I-LEAD workshop, additional planning information, and pre-work needed prior to attending the I-LEAD.

The webinar will be held in [insert language], with orientation slides translated to [insert translated languages] so that they can be shared with all of the I-LEAD participants after the webinar. We will also further discuss language support for the workshop prior and during I-LEAD.

Please reach out to [insert contact person and their details] with any questions!

All the best,

The I-LEAD Planning Committee