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Subject: Expression of interest: I-LEAD participation (<insert I-LEAD dates>)

Dear Colleagues,

We are pleased to inform you that the dates and location for the upcoming digital health capacity development activity—I-LEAD workshop—have been confirmed! Please find the event information below:

Date: <insert I-LEAD dates>

Location: <insert venue name, City, Country>

**What is I-LEAD?**

The “Intergovernmental Learning Exchange to Advance Data-driven Decision-making” (I-LEAD) workshop engages the country's digital health and program leaders from the Ministry/Department of Health and implementing partners in a one-week workshop to develop a shared understanding of the country’s digital health gaps and priorities, and collaboratively develop action plans to address these issues. Learning activities include didactics, hands-on activities, and game-based simulation.

**Who should attend?**

Participants should comprise approximately [insert # depending on venue/space] senior to mid-level leadership staff from public health agencies/organizations (MOH, Local IPs, etc.) essential in developing informatics vision and strategies to address priority informatics problems.

**Action requested**

Please discuss this training with relevant stakeholders and confirm whether you are able to participate in the I-LEAD on <insert I-LEAD dates>. In addition, please provide POC information for coordination. We would appreciate your response by close of business on <insert date>.

If you have any follow up questions, please reach out to <insert name> at <insert email address>.

All the best,

I-LEAD Planning Committee