**Initial Invite**

**Face-to-Face National Issues Forums Online**

Warm Greetings,

Please join us for a face-to-face online National Issues Forums (NIF) deliberative forum on [name of issue] on [date and time]. Since we are not able to gather in the same physical space together, NIF and the Kettering Foundation have developed an alternate space, a Zoom online forum, where we will still be able to see and hear each other from our homes.

[A paragraph about why it is important to deliberate *now* about this problem, perhaps pulled from the issue guide, may be useful here.]

During the online forum we will be using the NIF issue guide, [title of guide]. You can find the guide (free to download) at [link]. A pdf of the issue guide is also attached to this email. If you decide to participate, please read the issue guide beforehand.

If you are able to join us for this online forum, please respond to this email and we will send the information you need to enter the Zoom forum.

Best wishes,

[Conveners’ Names, Organization(s), and Contact Info]

**FOLLOWUP**

Dear XXX,

Thank you for committing to participate in our online National Issues Forums (NIF) deliberative forum on [name of issue] on [date and time]. As you know, since we are not able to gather in the same physical space together, we will be having an online face-to-face forum, where we will be able to see and hear each other. If you haven’t done so already, you can find the guide (free to download) at [link]. A pdf of the issue guide is also attached to this email.

To join the forum, please click on the link below. If that doesn’t work, copy and paste it into your browser window. You will also need to enter the meeting ID and password. [Example is below]

[**https://zoom.us/j/693168519**](https://zoom.us/j/693168519)  
  
**Meeting ID: 693 168 519**

**Meeting Password: 987867**

You will enter a waiting room. When the forum begins, the moderator(s) will open up the video and sound. We request that you use the video so everyone can see each other, just as with in-person forums, and that you mute your microphone when you are not speaking.

Please let us know if you have any questions.

Best wishes,

[Conveners’ Names, Organization(s), and Contact Info]