SAMPLE

**Email notice for each Program Advisory Committee meeting**

***(via email distribution list)***

This is a notice of the upcoming meeting of the **<*insert name of program>*** Program Advisory Committee to be held at <*time of day, day of week, day, month, year>*. The meeting will take place at ***<insert onsite location info or indicate remote/zoom etc; attach directions if onsite>.*** Members provide their vehicle information to the *<insert name/role of person responsible>* in order to receive complimentary parking for any onsite Program Advisory meetings.

The information package and agenda for the meeting are attached. To help ensure full participation and effective use of everyone’s time, please read the material ahead of time. If you have questions, please contact <***name and contact information for resource person>.***

***<include this section if appropriate for on-site meetings:*** Please also advise us whether you will be attending in person, by phone or another electronic means. If the latter, please contact (*name of contact person*) at least a day in advance to confirm logistics, and call in to the meeting 15 minutes before the scheduled start time.>

Sincerely/Warm regards

***<insert name of Program Chair>***