Outlook Meeting Invitation Template: HYBRID WATCH PARTIES

INSTRUCTIONS:

* *Create a New Meeting in Microsoft Outlook.*
* *Add Title: “Awards Premiere & Popcorn”*
* *Add Required Attendees, add Location: Hybrid/Teams & Onsite (details coming)*
* *Add Time (The video premiere is at 10:00AM on Thursday, 7/22. You can choose that time or a day beyond it that works best for you.)*
* *Select Teams Meeting option*

***Copy and paste the below text*** *into the Meeting body, specify popcorn pickup location as noted in yellow highlighted text, and put your name at the yellow highlighted part at the end.:*

Hello Staff,

Each year FP&M holds an Employee Recognition Awards celebration. As we transition to more in-person events, this year’s awards will be announced as an online premiere event. Let’s watch as a team! Join either onsite (details coming soon) or via your computer remotely.

Popcorn will be available to pick up ahead of time at \_<<Specify popcorn location >>\_.  When it’s time for our watch party, please **join the Teams meeting via the link below**. Our team will be able to chat in the Teams meeting while watching. We can say a quick “hello” afterward too.

FP&M’s employee recognition program celebrates the unique contributions of FP&M staff. This is an initiative that came about based on employee feedback as a result of past Engagement, Inclusion and Diversity (EID) surveys.

Thank you to everyone who nominated our colleagues for an award, and to the FP&M Employee Recognition Team for making this possible. Looking forward to seeing who wins!

*Note:* if for some reason you cannot attend at this time, please [view the Premiere later/independently](https://inside.fpm.wisc.edu/2021/07/save-the-date-employee-recognition/). (The video link will be active on 7/22/21 at from 10:00am, onward)

Thanks,

<<Director/Supervisor Name>>