

Language for APHL Member Webinar/Calls and APHL Forums

If you are sending an APHL Member Webinar/Call email, use the templated language below to guide you. The language includes both copy for the email as well as instruction in brackets []. This also will standardize the messaging/format for all member calls. Please set up the request two weeks in advance for APHL Informational Webinars/Calls and APHL Forums.

Copy and paste the relevant language below for your email type into the "Body" field of the request form:

Laboratory Alert: To announce a member call being convened in response to an urgent need for public health laboratory response.

This call is being convened in response to [event/outbreak]. [Member group(s)] have been invited.

[Subject/Title]

[Date and Time]

Call-in number + Passcode:

or Hyperlink:

Whenever possible, please access the call/webinar as a group since lines are limited.

[Description/Background Speaker(s)/Moderator(s)]

[If there is an agenda, specify here or attach extensive agendas to the email blast request]

Who Should Attend: [attendee description]

Questions? Contact [APHL staff name, title], at [phone] or [email].

[Registration for a recording of this program will be available after the live event.]

Informational Webinar/Call: To announce a member call being convened to distribute updates or status reports (e.g., guidance available, new regulations, funding opportunity).

APHL [and partner(s)] are convening a call on [subject]. [Member group(s)] have been invited.

[Subject/Title]

[Date and Time]

In order to participate, please have one person from your institution register by [deadline]. The registrant will receive an email confirmation with access information. Whenever possible, please access the call/webinar as a group since lines are limited.

[APHL staff: provide the access info here (e.g., call-in number, passcode, webinar link). This will be provided to registrants in a confirmation email, not in the original announcement.]

[Description/Background Speaker(s)/Moderator(s)]

[If there is an agenda, specify here or attach extensive agendas to the email blast request]

Who Should Attend: [attendee description]

Questions? Contact [APHL staff name, title], at [phone] or [email].

[Registration for a recording of this program will be available after the live event.]

Laboratory Forum: To announce a member call being convened to generate discussion around a particular topic and to solicit input, feedback or current practice.

APHL [and partner(s)] are convening a forum on [subject]. [Member group(s)] have been invited.

[Subject/Title]

[Date and Time]

In order to participate, please have one person from your institution register by [deadline]. The registrant will receive an email confirmation with access information. Whenever possible, please access the call/webinar as a group since lines are limited.

[APHL staff: provide the access info here (e.g., call-in number, passcode, webinar link). This will be provided to registrants in a confirmation email, not in the original announcement.]

[Description/Background Speaker(s)/Moderator(s)]

[If there is an agenda, specify here or attach extensive agendas to the email blast request]

Who Should Attend: [attendee description]

Questions? Contact [APHL staff name, title], at [phone] or [email].

[Registration for a recording of this program will be available after the live event.]

Laboratory Webinar/Call Recording: To announce a member call being convened to generate discussion around a particular topic and to solicit input, feedback or current practice.

APHL convened a [webinar/call] in response to[event/outbreak]. [Member group(s)] were invited.

[Subject/Title]

[Date and Time]

Please register to access the recording. The registrant will receive an email confirmation with access information.

[APHL staff: provide the access info here (e.g., call-in number, passcode, webinar link). This will be provided to registrants in a confirmation email, not in the original announcement.]

[Description/Background Speaker(s)/Moderator(s)]

[If there is an agenda, specify here or attach extensive agendas to the email blast request]

Who Should Attend: [attendee description]

Questions? Contact [APHL staff name, title], at [phone] or [email].