# Remesh Live

## *2 weeks before start*

*Send calendar invitation with session information,* [*participant videos*](http://help.remesh.ai/how-to-be-a-participant) *and/or* [*participant instructions*](https://help.remesh.ai/how-to-be-a-participant) *and participant link*

You are invitedto participate in an important virtual feedback session to help us gain a better understanding of **[TOPIC]**. We are leveraging a tool called Remesh which allows you to share your thoughts and opinions while engaging with your colleagues input completely anonymously.

This will take place promptly on **[DATE/TIME]** and will take no more than **[PLANNED DURATION]** of your time. We ask that you **join 5 minutes early** to ensure you are ready to go. We value your honest opinions, and please keep in mind your opinions are anonymous!

**Preparing for the Session**

* Please respond tothe calendar invitation toconfirmyour availability.
* Please review the following resources to understand what to expect on the day of the session:
  + We recommend sharing a video chosen from [this list](https://help.remesh.ai/how-to-be-a-participant). You can also share these [participant instructions](https://help.remesh.ai/how-to-be-a-participant), particularly the Technology Considerations listed.
* You will notice there is not a conference link attached to this invite which is because the Remesh Conversation will be taking place in a browser. It will look and feel like a texting conversation back and forth with the moderator of the Conversation. We will not be able to see or hear you during the session. Since there is not an audio component of a Remesh Conversation, you may want to have some music ready to play while you participate!

**Day of the Session**

* Please join promptly at the calendar invitation start time.
* This format can be fast paced - be prepared to give your full attention throughout the course of the session!
* When you’re ready, click the participant link here: [**INSERT PARTICIPANT LINK]**
* Share your thoughts and opinions with us!

Thank you in advance for your time and we look forward to hearing your thoughts in the session!

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# Remesh Live

## *1 week before start*

*Send an email reminder with session information,* [*participant videos*](http://help.remesh.ai/how-to-be-a-participant) *and/or* [*participant instructions*](https://help.remesh.ai/how-to-be-a-participant) *and participant link*

Hello,

Just a reminder that our Remesh Conversation is coming up in one week! This virtual feedback session will help us gain a better understanding of **[TOPIC]**. You have received a calendar invitation for [**DATE/TIME**] which contains additional information.

Share additional context regarding why you are collecting this information and what will be done with the data collected.

**Action Items:**

* Please respond tothe calendar invitation toconfirmyour availability.
* Please review the following resources to understand what to expect on the day of the session:
  + We recommend sharing a video chosen from [this list](https://help.remesh.ai/how-to-be-a-participant). You can also share these [participant instructions](https://help.remesh.ai/how-to-be-a-participant), particularly the Technology Considerations listed.

Thank you and please let us know if you have any questions!

# Remesh Live

## *24 hours before start*

*Send an email reminder with session information,* [*participant videos*](http://help.remesh.ai/how-to-be-a-participant) *and/or* [*participant instructions*](https://help.remesh.ai/how-to-be-a-participant) *and participant link*

Hello,

Our Remesh session is tomorrow! Are you ready to engage in this virtual feedback session? This will help us gain a better understanding of **[TOPIC]**. You have received a calendar invitation for [**DATE/TIME**] which contains additional information.

Share additional context regarding why you are collecting this information and what will be done with the data collected.

**Action Items:**

* Please respond tothe calendar invitation toconfirmyour availability.
* Please review the following resources to understand what to expect on the day of the session:
  + We recommend sharing a video chosen from [this list](https://help.remesh.ai/how-to-be-a-participant). You can also share these [participant instructions](https://help.remesh.ai/how-to-be-a-participant), particularly the Technology Considerations listed.

Thank you and we look forward to hearing your thoughts!

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# Remesh Flex

## *1 week before start*

*Send calendar reminder blocking time for employees to complete the upcoming Flex Conversation. You may want to include session information,* [*participant videos*](http://help.remesh.ai/how-to-be-a-participant) *and/or* [*participant instructions*](https://help.remesh.ai/how-to-be-a-participant) *and participant link*

You are invitedto participate in an important virtual feedback session to help us gain a better understanding of **[TOPIC]**. We are leveraging a tool called Remesh which allows you to share your thoughts and opinions while engaging with your colleagues input completely anonymously.

You will have the opportunity to share your thoughts between **[START DATE/TIME]** and **[END DATE/TIME]** but we’re sending this calendar invitation as a reminder and to block time that you can spend completing the questions. Please set aside **[ESTIMATED TIME]** of your time. The questions can be completed at your own pace, but should be completed in one sitting.

**Preparing for the Session**

* Please respond tothe calendar invitation toconfirmyour intention to complete the questions.
* Please review the following resources to understand what to expect on the day of the session:
  + We recommend sharing a video chosen from [this list](https://help.remesh.ai/how-to-be-a-participant). You can also share these [participant instructions](https://help.remesh.ai/how-to-be-a-participant), particularly the Technology Considerations listed.
* You will notice there is not a conference link attached to this invite which is because this is simply a calendar hold to complete the Remesh Conversation. The Remesh Conversation be accessed via a browser and it will look and feel like a texting conversation.

**Day of the Session**

* Make sure you have set aside **[ESTIMATED TIME]** of your time.
* You can access the questions starting [**START DATE/TIME]**
* When you’re ready, click the participant link here: [**INSERT PARTICIPANT LINK]**
* Share your thoughts and opinions with us! Keep in mind you can access the above link and share your opinions at any point between **[START DATE/TIME]** and **[END DATE/TIME]**

Thank you in advance for your time and we look forward to hearing your thoughts in the session!

# Remesh Flex

## *24 hours before start*

*Send an email to employees reminding them of the upcoming Flex Conversation. You may want to include* [*participant videos*](http://help.remesh.ai/how-to-be-a-participant) *and/or* [*participant instructions*](https://help.remesh.ai/how-to-be-a-participant)*.*

Hello,

Just a reminder that you will be able to access our virtual feedback session tomorrow! This virtual feedback session will help us gain a better understanding of **[TOPIC]**. We are leveraging a tool called Remesh which allows you to share your thoughts and opinions while engaging with your colleagues input completely anonymously.

You will have the opportunity to share your thoughts between **[START DATE/TIME]** and **[END DATE/TIME].** You should have also received a calendar invitation that will serve as a reminder for when the link will become available and block time that you can use to complete the questions. This calendar invitation contains additional details regarding how to prepare for this session.

Share additional context regarding why you are collecting this information and what will be done with the data collected.

**Action Items:**

* Please respond tothe calendar invitation toconfirmyour availability.
* Please review the following resources to understand what to expect on the day of the session:
  + We recommend sharing a video chosen from [this list](https://help.remesh.ai/how-to-be-a-participant). You can also share these [participant instructions](https://help.remesh.ai/how-to-be-a-participant), particularly the Technology Considerations listed.

Thank you and please let us know if you have any questions!

# Remesh Flex

## *Start time*

*Send an email letting employees know that it’s time to access their Flex Conversation*

Hello,

Just a reminder that you are able to access our virtual feedback session right now! We are leveraging a tool called Remesh which allows you to share your thoughts and opinions while engaging with your colleagues input completely anonymously.

**Action Items:**

* Please review the following resources to understand what to expect on the day of the session:
  + We recommend sharing a video chosen from [this list](https://help.remesh.ai/how-to-be-a-participant). You can also share these [participant instructions](https://help.remesh.ai/how-to-be-a-participant), particularly the Technology Considerations listed.
* Click the link [PARTICIPANT LINK] to get started! You will have until [END DATE/TIME] to share your feedback.

Thank you and please let us know if you have any questions!

# Remesh Flex

## *Throughout Flex Conversation*

*While the Flex Conversation is open, we recommend sending email communication reminders.*

Hello,

Just a reminder that you are able to access our virtual feedback session right now! Click the link below to get started!

**Action Items:**

* Please review the following resources to understand what to expect on the day of the session:
  + We recommend sharing a video chosen from [this list](https://help.remesh.ai/how-to-be-a-participant). You can also share these [participant instructions](https://help.remesh.ai/how-to-be-a-participant), particularly the Technology Considerations listed.
* Click the link [PARTICIPANT LINK] to get started! You will have until [END DATE/TIME] to share your feedback.

Thank you and please let us know if you have any questions!