Prior to Day 1 Email

Dear colleagues,

You are receiving this email because you have registered for *Interpreting for Cancer Genetics,* an online webshop taking place this Saturday (DATE) and next Saturday (DATE) from (TIME) Pacific Time (TIME Mountain Time, TIME Central Time, TIME Eastern Time). If you will not be attending this class, please respond to me immediately, so that we may offer your spot to another interpreter on our long wait list.

My name is (NAME), and I will be your instructor on Saturday. Here’s what you need to know in order for everything to go smoothly.

**Before Saturday**

1. In preparation for this class, please pick a quiet place with stable internet where you can take part in this class without being interrupted.
2. Pick either a desktop computer or a laptop computer on which to take this class. You will not be able to participate fully on a cell phone or tablet.

**On Saturday**

1. On Saturday at (TIME) (TIME ZONE) , log in at (LOG IN URL). By logging in at (TIME), we can resolve any technical issues you may have before the class starts. We’ll be starting right at (TIME).
2. Please remember to keep your video on at all times. This is not a webinar lecture – this is an interactive webshop. If we can’t see you, it’s like you’re not there!

If you have questions about content, feel free to email me. Looking forward to meeting you on Saturday!

Regards,

(NAME)

Prior to Day 2 Email

Hello colleagues!

I hope you enjoyed the first half of *“Interpreting for Cancer Genetics”* last Saturday. Are you ready to get down into the nitty-gritty of actually interpreting this material? That’s what we’ll be doing this Saturday. So here’s what you need to do to get ready.

**Follow-up from last Saturday**

1. I attach here the PowerPoint, since many of you requested it.
2. Questions from last class.

(ANSWER ANY OUTSTANDING QUESTIONS FROM DAY 1.)

**Before this Saturday,(DATE)**

I have attached a bunch of documents here that you will need to access during the class, whether you print them or have them available in a separate window. They are:

1. Bilingual glossary of pediatric genetics terms
I have attached the glossaries for (LANGUAGES). For those of you who speak these languages, please have the glossaries available for the class. I apologize that I do not have versions available for (ALL THE OTHER LANGUAGES SPOKEN BY THE PARTICIPANTS). For those of you who speak these languages, I encourage you to print out the English version and to work to fill in the non-English equivalents on your own.
2. Vocabulary exercises
Please don’t do these before the class. Then you’ll just be bored on Saturday!
3. Conversion exercises
Same as with the vocabulary exercises.
4. Practice monologue
And again, please save it for class.
5. Practice feedback form

**On (DATE)**

1. On (DAY), (DATE) (TIME ZONEz), log in at (LOG IN URL). We’ll be starting right at (TIME).
2. Please remember to sign on to this class using a desktop computer or a laptop computer. You will not be able to participate fully on a cell phone or tablet.
3. Please remember that you will be expected to leave your video on except for specific times when I’ll ask you to turn it off.

Whew, that’s a lot! If you have questions about content, feel free to email me. If you have questions about registration or anything technical, please contact. Looking forward to seeing you on Saturday!

Regards,

(NAME)