

Dear colleague,

You are receiving this email because you have registered for “*Pediatric Genetics*”, an online webshop taking place (DAYS), (DATES), from (TIMES) Eastern time / (TIMES) Central time / (TIME) Pacific time.

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

**Before the class**

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 the day of the class**

3. On (DAY) at (TIME) (TIME ZONE), log in at (ZOOM URL). We’ll be starting right at the top of the hour.
4. Please remember to keep your video on at all times. This is not a webinar lecture – this is an interactive webshop. If I can’t see you, it’s like you’re not there!

If you have questions, feel free to email me. Looking forward to seeing you on (DAY)!

Regards,  
(NAME)