

Dear colleagues,

You are receiving this email because you have registered for *Interpreting for Cancer Genetics*, an online webshop taking place on (DAY, DATE) and (DAY, 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 for this webshop. Here's what you need to know in order for everything to go smoothly.

Before 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 class

3. On (DAY/DATE), 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).
4. 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 (DAY)!

Regards,
(NAME)