Email to participants before the training

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Reviewed by …

Date July 2020

Final email before the first webinar

Please consider sending an email similar to the one listed below, to all participants after closing of the online registration, before the beginning of the first webinar.

Dear participants,

Thank you for registering, we can’t wait to start this new Hotmaps Follower online training!

As explained in the attached program, the training is organized as follows:

- **Preparatory webinar on [add date and time]**, presenting the course structure, tools and other practical details. **Please join the webinar at [time] via this link: [add link].**All live webinars will be provided through Microsoft Teams. You can join via the Teams application or via the browser Microsoft Edge. In case you have never used Teams, please connect 10 min in advance to test it.

- **Three pre-recorded explanatory sessions**on exercises, Hotmaps toolbox calculations modules, and steps for heating and cooling planning. The videos will be posted in the e-learing platform **Google classroom at [add date and time]**. Please make sure you have a Google account as the training will be provided mostly through [Google Classroom](https://classroom.google.com/u/0/h), to be accessed with this code: **[add code]**

- **Optional support sessions**: as you will perform the exercises on your own, guided by the training materials, this will be the space where you will be able to talk to your trainer ask questions and receive guidance.These will be held between **[add date and time]**

- **Final session on [add date and time]**: wrap-up of the last exercise, conclusions and feedback.

**Additional information:**

* - Make sure you have a stable internet connection and the latest version of Google Chrome or Firefox to access the toolbox. Edge can be used for the webinars, but not for the toolbox.
* - Before Monday 29th June, please visit the [toolbox](http://www.hotmaps.eu/) and make sure you can access it. [This 7 min tutorial](https://www.youtube.com/watch?v=dUDACmC_LO8) will introduce you to the main features of the toolbox.
* - You can edit Word and Excel documents with Microsoft Office or equivalent,
* - In case you want to know more about heating and cooling planning, please check:
	+ The [Hotmaps brochure](https://www.hotmaps-project.eu/new-hotmaps-brochure/): it explains what strategic heat planning is and how the toolbox helps to perform it.
	+ The [Hotmaps Handbooks](https://www.hotmaps-project.eu/hotmaps-handbook-and-wiki-released/): explaining the theory behind strategic heat planning.

Please feel free to contact us for any questions.

Best regards,

The Hotmaps training team