Template welcome letter for event participants

# Demystifying Death Week

# [Event Name]

Thank you for choosing to take part in our [name of event]

This Welcome Pack provides you with the key information you need before we meet online. If you have any other questions please do not hesitate to get in touch with us on [phone number] or [email address]

## Event details

This event has been organised by [organisation name] and will be hosted by [name].

Time:

Date:

Zoom link:

Password:

## Demystifying Death Week

Our event is part of Demystifying Death Week which is taking place across Scotland in May. The week is about shining a light on death, dying and bereavement in Scotland, and supporting people with knowledge, skills and opportunities to plan and support each other through death, dying, loss and care. More information about Demystifying Death Week is available here: www.goodlifdeathgrief.org.uk

## Event Programme

* Introductions and welcome
* [add text]
* [add text]
* [add text]
* [add text]

We hope to have some good discussions but unfortunately the session won’t be able to provide individual advice or support.

## Accessing the workshop

Only those registered will be able to join the workshop and it will only run when the facilitators are present.

We will be using video conferencing tool Zoom for the workshop. You can access zoom on your phone, tablet or laptop.

You can access an introductory guide to using zoom here: [An introduction to using zoom](https://www.goodlifedeathgrief.org.uk/content/resources/Intro_to_zoom.pdf).

We will open up the workshop approximately 5 minutes before it is due to start.

## Participant wellbeing

There will be opportunities for group discussion at the workshop. We may use breakout rooms to enable small group discussions.

Given the subject matter involved, we may explore some sensitive or emotional issues. We know that good conversations happen when:

* We accept that there are no right or wrong answers.
* We contribute our ideas and experiences.
* We listen to and respect each other.
* We don’t have to agree but try to understand each other.
* Everybody gets a chance to speak if they want to.
* If you need a break step away from the workshop and re-join when you are able.

If you find that, at the end of the workshop, you feel unsettled by any of the issues discussed, please privately message us in the zoom chat, and we will make time to chat with you after the event has finished.

Thank you, we look forward to meeting you online.

[signed: name]