Example of Panelist Contact Email “Boilerplate”

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| 4/28 | Environmental Science  **STEM Check-in** | **Date: Thursday, April 28, 2016**  **Afternoon Session: 12:00-2:30 pm**  **Location:  Northglenn HS**  **Topic:  Creating a Sustainable Food Future**  **Website:  http://nhsfeedthefuture.weebly.com/**  **Description:**  Students in the Environmental Science classes will be addressing the food shortages in developing nations as a result of the growing human population by designing and creating a sustainable, nutritious food source with a specific village’s individualized needs.  **Would you or any of your colleagues be available to help judge this presentation?**  **Thank you in advance for your consideration!**  Follow up  Thank you for agreeing to help with the Environmental Science PBL.  Please check in by 11:50am on 4/28. Park in the lot at 102nd Ave. & Huron St. and enter through the EXPLORE archway.  You will need your driver's license to check in.  The format of these presentations is Keynote.  Teams will be presenting in front of the panel of experts and there will be time for some Q&A after each presentation.  Thanks again for your willingness to help! |