

EMAIL CYCLE FOR VIRTUAL EVENTS

1. CONFIRMATION MESSAGE UPON REGISTRATION WITH INSTRUCTIONS:

Hello,

Thank you for registering for the "[Event Name](#)" on Friday, May 1st at 11:00 a.m. Mountain Time (9:00 a.m. Pacific/Arizona | 11:00 a.m. Central | noon Eastern | 17:00 GMT).

Below are some details to help make sure your live experience is as awesome as possible:

1. VIEWING EXPERIENCE

For the best possible viewing experience, we recommend joining this webinar on a computer with a Chrome or Firefox browser. You can click [here](#) to join on the day, or copy/paste this link into your browser: [Paste URL](#).

Note: if for any reason it asks you for a meeting ID enter: [xxx xxxx xxxx](#) and use password: [xxxxxx](#).

2. IPHONE VIEWING / IPAD VIEWING / ANDROID VIEWING

If you need to view the webinar on your iPhone or iPad you'll be prompted to download the app to view, which you can do ahead of time by using one of the links below. The app ensures you're able to have a great live viewing experience and still have access to all the great functions (like chat and the polls!). Same for Android.

Get Zoom for [Android](#)

Get Zoom for [iOS](#)

Note: if it asks you for a meeting ID enter: [xxx xxxx xxxx](#) and use password: [xxxxxx](#).

3. ENTER YOUR NAME AND EMAIL ADDRESS

When you click to join the live workshop on the day of the event it will ask you to enter your name and email so we know that you're here! Please note the name you write will be displayed in the chat so first name only is totally fine. We will be using the waiting room feature, so using your real first name is recommended so we can invite you into the meeting.

If you have any questions about joining or any problems on the day-of, you can simply reply to this email and someone from our Success Team will get back to you as soon as possible!

I look forward to seeing you on [date](#).

NAME
TITLE

PS: If you have any questions about Eventinterface Virtual, feel free to reach out to your Success Coach or send a note to contact@Eventinterface.com.

[+ receipt portion](#)

2. HOUR OUT REMINDER WITH INSTRUCTIONS:

Hello {{first_name}},

Thank you for registering for the "**Event Name**." We look forward to seeing you in about an hour at 11:00 a.m. Mountain Time (10:00 a.m. Arizona/Pacific | noon a.m. Central | noon Eastern | 18:00 GMT).

Below are some details to help make sure your live experience is as awesome as possible:

1. VIEWING EXPERIENCE

For the best possible viewing experience, we recommend joining this webinar on a computer with a Chrome or Firefox browser. You can click [here](#) to join on the day or copy/paste this link into your browser: [paste URL](#).

Note: if for any reason it asks you for a meeting ID enter [xxx xxxx xxx](#) and use password: [xxxxxx](#).

2. IPHONE VIEWING / IPAD VIEWING / ANDROID VIEWING

If you need to view on your iPhone, iPad or Android device you'll be prompted to download the app to view, which you can do ahead of time by using one of the links below. The app ensures you're able to have a great live viewing experience and still have access to all the great functions (like chat and the polls!).

[Get Zoom for Android](#)
[Get Zoom for iOS](#)

Note: if it asks you for a meeting ID enter: [xxx xxxx xxx](#) and use password: [xxxxxx](#).

3. ENTER NAME AND EMAIL ADDRESS

When you click to join the live workshop on the day of the event it will ask you to enter your full name and email so we know that you're here! We will be using the waiting room feature, so using your real name is recommended so we can invite you into the meeting.

If you have any questions about joining or any problems, you can simply reply to this email and someone from our Success Team will get back to you as soon as possible! Zoom too has a great help menu [here](#).

{{first_name}}, we look forward to seeing you in about an hour.

NAME
COMPANY

PS: If you have any questions about Eventinterface Virtual, feel free to reach out to your Success Coach or send a note to contact@Eventinterface.com.



Hello {{first_name}},

Thank you for registering for the "Eventinterface Mastermind." Kate Snapp from Marriott International and myself look forward to seeing you in about an hour at 11:00 a.m. Mountain Time (10:00 a.m. Arizona/Pacific | noon a.m. Central | noon Eastern | 18:00 GMT).

Below are some details to help make sure your live experience is as awesome as possible:

1. VIEWING EXPERIENCE

For the best possible viewing experience we recommend joining this webinar on a computer with a Chrome or Firefox browser. You can click [here](#) to join on the day or copy/paste this link into your browser: <https://us02web.zoom.us/j/83071113528?pwd=Tk51R21jcG9RbEUvSDhqUXhtNUZ1Zz09>.

Note: if for any reason it asks you for a meeting ID enter 830 7111 3528 and use password: 295443.

2. IPHONE VIEWING / IPAD VIEWING / ANDROID VIEWING

If you need to view on your iPhone, iPad or Android device you'll be prompted to download the app to view, which you can do ahead of time by using one of the links below. The app ensures you're able to have a great live viewing experience and still have access to all the great functions (like chat and the polls!).

[Get Zoom for Android](#)

[Get Zoom for iOS](#)

Note: if it asks you for a meeting ID enter: 830 7111 3528 and use password: 295443

3. ENTER NAME AND EMAIL ADDRESS

3. GOING LIVE REMINDER

Hello {{first_name}},

We're about to go live with today's [Event Name](#). Kate Snapp of Marriott International and I look forward to seeing you in about 10 minutes at 11:00 a.m. Mountain Time (10:00 a.m. Arizona/Pacific | noon a.m. Central | noon Eastern | 18:00 GMT).

Join the mastermind [here](#) or copy and paste this link into your browser: [Paste URL](#).

Note: if for any reason it asks you for a meeting ID enter [xxx xxxx xxxx](#) and use password: [xxxxxx](#).

{{first_name}}, we look forward to seeing you in a few minutes.

NAME
TITLE



Hello {{first_name}},

We're about to go live with today's Eventinterface Mastermind. Kate [Snapp](#) of Marriott International and I look forward to seeing you in about 10 minutes at 11:00 a.m. Mountain Time (10:00 a.m. Arizona/Pacific | noon a.m. Central | noon Eastern | 18:00 GMT).

Join the mastermind [here](#) or copy and paste this link into your browser:

<https://us02web.zoom.us/j/83071113528?pwd=Tk51R21jcG9RbEUvSDhqUXhtNUZ1Zz09>.

Note: if for any reason it asks you for a meeting ID enter 830 7111 3528 and use password: 295443.

{{first_name}}, we look forward to seeing you in a few minutes.

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Eventinterface at EventTechHub

A FEW INTERESTING BLOG ARTICLES

<https://www.eventinterface.com/en/blog/three-insights-in-turning-to-digital-events/>

<https://www.eventinterface.com/en/blog/6-ways-to-hype-your-big-event-without-straining-your-budget/>

<https://www.ingomu.com/blog/article/9-top-benefits-of-elearning/>

RESOURCES

<https://www.eventinterface.com/en/>

<https://www.eventinterface.com/en/blog/>

<https://www.ingomu.com/blog/>

QUESTIONS?

Connect with me at Al@EventTechHub.com