Dear Colleagues,

Thank you for holding your calendar for the Program Review meetings in the **<DEPT NAME>** department. The University has approved for us to have a virtual visit on **<DATE>.**

Faculty are scheduled to meet the evaluators:

Senior Faculty: **<DATE & TIME>**

Junior Faculty: **<DATE & TIME>**

Listed below are a few key technical things to know:

* We will be using Zoom to participate in the site visit.
* Sign in with your full name. Please use your Wayne email, if possible.
* Log in at least 5 minutes early, so the meeting can start exactly on time. You will put in the waiting room until the previous meeting ends.
* Mute your microphone when you are not talking.
* Please upload a picture or use video to make the experience more personal.

The Zoom link to participate is below:

**<INSERT ZOOM LINK PROVIDED BY THE APR OFFICE>**

**Note:** To avoid unauthorized persons from attending the meetings, those who have RSVP’d will be permitted to enter the Zoom meeting.

If you have questions about the review, please contact me.

Thanks, again, for participating in the visit.

Sincerely,