*(Sample invitation letter or e-mail)*

**Dear all,**

**We are looking forward to meeting you all at the Essential Newborn Care Course.**

**Course sessions**

Please join us on: *(insert date, time, and place; provide information for all sessions)*

|  |  |  |  |
| --- | --- | --- | --- |
| *Session 1* | *(date)* | *(time)* | *(place)* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

This workshop involves active learning in small groups during all sessions. To respect other participants, please arrive on time. All course materials will be provided.

**If you would like to download electronic copies of the course materials, please bring your mobile phone charged and with data available.**

Please feel free to contact us for any questions or queries.

Looking forward to seeing you on the course day!  
*(Insert your name and mobile phone number or e-mail)*

*(If e-mail):*

**If possible, we kindly ask you to complete the following on your own before the first session:**

1. Access the online course material by clicking [this link.](https://hmbs.org/digital-learning/ENC-now/)
2. Complete Chapter 1: Introduction, 1.1 - 1.5
3. On page 1.2 of the Introduction, please complete the online "Pre-Course Knowledge Check".  
   To complete the Knowledge Check, you will need to log in with a room name.  
   The room name for this course is: *(insert Socrative room name)*

Find more resources at [hmbs.org](https://hmbs.org/)