# Catch-up meeting email and google form templates

[Email Subject] **Sphere [NAME OF EVENT] Catchup**

Dear Sphere [NAME OF EVENT] graduate,

We miss you! And we’d really like to catch up with what you’ve been doing since graduating from the Sphere [NAME OF EVENT] six months ago. How time flies!

As a next step in our journey together, we propose an online catchup, and we would like you to be the stars of the show.

Diagram

Description automatically generated

Did you meet someone during the [NAME OF EVENT] who you’ve stayed in touch with? Have you applied Sphere approaches and standards in your work? Have you disseminated Sphere messages among your colleagues and partners? Have you contacted Sphere focal points or trainers in your country or region?

Whatever your Sphere story is, we would like you to share it with us, and share it in your way. We can give you the stage for five to ten minutes during the catchup, or why not prerecord a video for us to watch together?

Please reply to this email if you would like to **volunteer to be a star** – with your outline/idea for a short presentation.

Do you have a question that you would like the other [NAME OF EVENT] graduates (and the training team) to answer? Is there a theme that you would like us to discuss? Do you have ideas for developing the Sphere community/network? If so, please use this Google form to send us your answers to these questions ahead of the catchup: [LINK TO GOOGLE FORM]

You are all very welcome to join us for this interactive session. You will shortly receive an invite for the online catchup which will take place on [DATE from START TIME to END TIME including TIMEZONE]. Please accept the invite to let us know you’re coming.

Graphical user interface, text, application

Description automatically generated

If you would like to join but this date/time is not okay, please let us know why (also via the Google form) and we’ll look to organise a second session later.

Best regards from the training team,

[**Google form**]

[**Title**] Sphere [NAME OF EVENT] graduates - the journey continues...

[**Subtitle**] Please fill in this form ahead of our planned catchup meeting on [DATE]. Answer as many or as few questions as you like.

* What is your name? (optional)
* Do you have a question that you would like the other [NAME OF EVENT] graduates (and the training team) to answer?
* Is there a theme that you would like us to discuss during the catchup?
* Do you have ideas for developing the Sphere community/network?
* If you would like to join the catchup on [DATE] but this date/time is not okay, please let us know why, and what date/time would work better for you.
* Any other comments?