**TTX08 Participant Invitation Template**

**Introduction**

This template can be used to invite individuals, departments, or organizations to participate in the exercise.

## Template

Title: Invitation to participants for [**NAME**] tabletop exercise

[**COUNTRY**]

Date of exercise: [**DD/MM/YYYY**]

1. **Introduction**

*Suggested content:*

***1.1 Examples of introduction to audience***

*On behalf of the [INSERT APPROPRIATE TITLE, NAME, ETC.] together with the [INSERT APPROPRIATE TITLE, NAME, ETC.], you are invited to attend a [INSERT APPROPRIATE TITLE] emergency management simulation exercise.*

*The simulation will take place on [INSERT DATES] and will be held at [INSERT VENUE].*

1. **Simulation purpose**

*Suggested content:*

*The purpose of the simulations is [INSERT EXERCISE PURPOSE] and to review and discuss timely, effective, and coordinated responses to a large-scale emergency.*

*This simulation will provide an opportunity for relevant emergency response stakeholders to review their response procedures, plans and decision-making processes. Importantly, the simulation will also provide an opportunity to enhance communication, information sharing and coordination between stakeholders.*

1. **Specific objectives**

Provide a summary of the specific objectives as described in the concept note.

*Suggested content:*

***3.1 Objectives***

1. *Familiarise participants with the [xxx] response plan and their roles and responsibilities within the response system*
2. *Identify immediate preparedness enhancement measures*
3. *Identify longer-term actions to be considered by disaster response stakeholders*
4. *Strengthen partnerships, coordination, and communication between participants.*
5. **Simulation Methodology**

Provide a summary of the TTX methodology.

*Suggested Content:*

***4.1 Methodology***

*Using a realistic and appropriate disaster scenario, simulation participants will be asked to [SUMMARISE TTX METHODOLOGY]. Participants will be expected to play themselves, and to propose solutions based on existing plans, policies, systems and procedures.*

1. **Administrative arrangements**

*Suggested content*

* 1. ***Administrative arrangements***
* *Participant briefing: [INSERT DATE, TIME & VENUE]*
* *Exercise schedule - please see attached agenda for times and locations of activities*
* *The activity is at no cost to the participants*
* *Meals and refreshments will be provided during the activity*
* *Accommodation for out-of-town participants will be covered by the organisers*
* *Please confirm attendance by [INSERT DATE], by contacting [INSERT DETAILS]*
* *For any questions, please contact [INSERT NAME & CONTACT DETAILS].*