



SAMPLE PANELIST LETTERS

INVITATION

Dear <panelist name>,

<Your organization(s)> would like to invite you to be a panelist for an online chat and screening we're hosting on <date, time> featuring <name of film or videos>.

The online event will take place on OVEE (ovee.itvs.org), a virtual theater that allows participants to watch together and chat live in with friends, fans and experts. All you need to participate is a computer or iPad and an internet connection. As a panelist, we'd like for you to share additional commentary, facts or links, and help to answer audience questions in the live chat.

Please let us know if you're available. Thank you for considering.

Sincerely,

<your name>

TEST SCREENING

Dear <panelist name>,

Thank you for participating as a panelist for our online chat and screening <date, time> featuring <name of film or videos>.

I would like to schedule a short test screening to show you how to use OVEE. Are you available on <date, time> for a run through? Prior to the test screening, click on this link to ensure your software is updated: ovee.itvs.org/diagnostics.

I have also attached promotional materials that you can use to announce the event to your network. A larger audience will make for a more dynamic conversation, and we appreciate your help in spreading the word.

Sincerely

<your name>

LOGIN INSTRUCTIONS

Dear <panelist name>,

To participate in the OVEE screening event, it is recommended that you sign up for a profile if you haven't already. Here are instructions:

Step 1: Go to this page: <http://ovee.itvs.org/moderate>

Step 2: If you haven't yet signed up, click on the blue Sign Up link.

Step 3: Enter your email, any password of your choosing, your name, and upload a square photo.

Step 4: Then click the Sign Up button at the bottom of the page to submit. A confirmation email will be automatically sent to you.

Step 5: Find the confirmation email in your inbox and click on the link included in the message.

Step 6: 10 minutes before the start of the event, click on this link to enter the screening: <event screening link>

Step 7: You should already be signed in to your profile. Simply type in your birthdate to confirm that you're over 13 years old.

Step 8: Type a hello message in the chat box so we know you have arrived. From there, we'll ask you questions that you can respond to with typed comments.

If you have any questions, please call me at <your phone number>.

Sincerely,

<your name>