

TO: All participating Travelers, Travel Guides, Destination Manager and Traveler's Manager

FROM: Your Department

CC: Your Department

Good afternoon all,

Thank you for your recent participation in the pilot of the _____ Passport Program. We are reaching out to you today, as we would like to schedule a brief “debrief session” with managers who had one of their staff travel to a destination in the pilot of the program.

During this debrief session, we are hoping to collect your feedback on the pilot of the program, what went well, and any challenges you or your staff may have experienced. We will be using this information to further improve the program. At your earliest convenience, please use the meeting poll below to vote on a date and time that works for you and your schedule. Once all have voted, we will be sending out a calendar invite for a virtual Teams meeting.

Thank you in advance for your willingness to participate in this meeting. We greatly appreciate it!

