We need your help launching Webex Meetings in <org-name>

Hello <name>,

We’re excited to invite you to a kick-off meeting to discuss and agree the technical aspects of our Webex Meetings deployment. Your participation will help us capture the information we need to provide the best possible service to our people.

The format is informal and conversational, conducted as a Q&A session and won’t take more than a couple of hours of your time.

We’ve invested in Webex Meetings to improve the way we work. This transformation can’t happen without high levels of adoption. This means being thoughtful about the way Webex Meetings is deployed to users, the software required to make it easy to use, and how training and support are provided.

Please respond and confirm who from your team should attend the kick-off meeting and we shall coordinate a date and time. We are happy to meet beforehand to provide a short summary of the kick-off meeting purpose, format, and agenda.

We appreciate your partnership,

[EMAIL SIGNATURE]