**APPENDIX 2**

**PARTICIPANT INVITATION TEMPLATE**

**Below is some sample wording for inclusion on your Recovery Discussion Exercise Invitation you may choose to use or amend. Simply delete or update guidance text in red.**

[INSERT DATE]

[INSERT INVITEES NAME AND TITLE]  
[INSERT INVITEES ORGANISATION]   
[INSERT INVITEES EMAIL]

Dear [INSERT NAME]

You are invited to participate in a Recovery Discussion Exercise being held in [LOCATION] on [DATE].

The Recovery Discussion Exercise will provide an opportunity for council and other agencies to explore a range of recovery considerations commonly faced by communities in recovery from a [INSERT DISASTER SCENARIO]. The exercise will support local recovery priorities and planning and help to build emergency management knowledge and capability.

The Recovery Discussion Exercise will include:

* impacts and consequences across the short, medium and longer term and recovery considerations across recovery environments (infrastructure, economic, social, environmental)
* fundamentals of community recovery
* [INSERT YOUR CHOSEN ELECTIVE MODULE]

Participants include recovery stakeholders that would normally be represented on a recovery committee, including councils, state agencies, NGO’s and community groups/leaders.

**RSVP:** You have received an Outlook invite for this exercise, please respond by [DATE] to [EMAIL]**.** If you are unable to attend, please nominate a suitable alternate who can represent the views and policies of your agency as a recovery stakeholder.

Your RSVP is essential for planning and catering purposes. Please advise us of any dietary requirements.

This initiative is developed in partnership with [INSERT PARTNERS]

Further enquiries contact:

Yours sincerely

[INSERT NAME AND TITLE]

[INSERT ORGANISATION]