

Hybrid Meeting Instructions

Dear [Association Members],

We are excited to invite you to our upcoming hybrid meeting scheduled for [Date] at [Time]. Please find the instructions for joining the meeting below:

In-Person Participation

If you would like to attend in person, please join us at:

[Venue Name]

[Venue Address]

[City, State, Zip Code]

Please ensure you arrive at least 15 minutes early to allow for check-in.

Virtual Participation

To join the meeting virtually, please use the following details:

- **Platform:** [Zoom/Google Meet/etc.]
- **Meeting Link:** [Join Meeting](#)
- **Meeting ID:** [Meeting ID]
- **Passcode:** [Passcode]

For any issues connecting to the virtual meeting, please contact [Contact Person] at [Contact Email/Phone Number].

We look forward to your participation!

Best regards,

[Your Name]

[Your Title]

[Association Name]

[Contact Information]