

# Virtual Meeting Instructions for Interview Subjects

Dear [Participant's Name],

Thank you for agreeing to participate in our upcoming interview. Below are the instructions for joining the virtual meeting:

## Date and Time

[Insert Date] at [Insert Time] ([Insert Time Zone])

## Meeting Platform

The interview will be conducted via [Zoom/Google Meet/Microsoft Teams]. Please ensure you have the application installed on your device.

## Joining the Meeting

1. Open the [Zoom/Google Meet/Microsoft Teams] application or website.
2. Click on "Join a Meeting."
3. Enter the Meeting ID: [Insert Meeting ID]
4. Enter the Passcode: [Insert Passcode]

## Meeting Link

You can also join by clicking the link below:

[Join Meeting](#)

## Preparation

Please ensure you are in a quiet environment and have a stable internet connection. It is also recommended to use headphones for better audio quality.

We look forward to speaking with you!

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]

[Your Contact Information]