Suggested Round 1 Introduction email text

**Standard Participants**

Dear …

In preparation for the first Delivering Net Zero workshops that you have agreed to be part of, there are now a number of documents that we need to share with you.

You will find attached to this email a participant information sheet and two consent forms. Once you have read the information sheet, we would ask you to complete each of the consent forms as appropriate and return them to Clare Quigley at the above email address by 19 Feb.

On the day of the workshop, all participants will be joining one of three groups covering ‘energy demand’, ‘energy supply’ and ‘greenhouse gas removal’. You will be joining the […complete…] group. Each group will be looking at the short and long term solutions for delivering net zero in the UK.

We have developed a detailed process for working through your views on these challenges, but to make sure that this process is as effective as possible we have a created the attached short exercise for you to undertake ahead of the workshop. This will enable us to capture your views on some of the issues we will be exploring. We will be working directly from your responses during the workshop, so please dedicate at least one hour to developing your priorities and considering the evidence base in relation to your area of expertise.

We would ask you to complete this exercise and again return your completed form to Clare Quigley by 19 Feb. Your responses will form a key element of our data collection for the project.

Ahead of the event we will be making two further sets of documents available to you:

* A series of short background briefing documents covering the range of aspects of delivering net zero that we will be seeking to cover during the workshops.
* An agenda and some additional supplementary information on the processes we will be using during the workshop

…please watch out for these in your inbox.

Thank you again for your willingness to be part of the Delivering Net Zero workshops, and if you have any questions about the project or your role within it, please do not hesitate to contact us.

Dear XXX

In preparation for the first Delivering Net Zero workshops that you have agreed to be part of, there are now a number of documents that we need to share with you.

You will find attached to this email a participant information sheet and two consent forms. Once you have read the information sheet, we would ask you to complete each of the consent forms as appropriate, scan and return them to Clare Quigley at the above email address by **19 Feb**.

On the day of the workshop, all participants will be joining one of three groups covering ‘energy demand’, ‘energy supply’ and ‘greenhouse gas removal’. You will be joining the GGR group. Each group will be looking at the short and long term solutions for delivering net zero in the UK.

We have developed a detailed process for working through your views on these challenges, but to make sure that this process is as effective as possible we have a created the attached short exercise for you to undertake ahead of the workshop. This will enable us to capture your views on some of the issues we will be exploring. We will be working directly from your responses during the workshop, so please dedicate at least one hour to developing your priorities and considering the evidence base in relation to your area of expertise.

We would ask you to complete this exercise and again return your completed form to Clare Quigley by **19 Feb.** Your responses will form a key element of our data collection for the project.

Ahead of the event we will be making two further sets of documents available to you:

* A series of short background briefing documents covering the range of aspects of delivering net zero that we will be seeking to cover during the workshops.
* An agenda and some additional supplementary information on the processes we will be using during the workshop

…please watch out for these in your inbox.

Thank you again for your willingness to be part of the Delivering Net Zero workshops, and if you have any questions about the project or your role within it, please do not hesitate to contact us.

Yours sincerely,

A picture containing dark

Description automatically generated  Shape

Description automatically generated

Professor John Barrett Professor Nick Pidgeon Dr Mike Colechin

Chair in Energy and Understanding Risk Research Group Founder

Climate Policy School of Psychology Cultivate Innovation Ltd

University of Leeds Cardiff University Nottingham

Clare

**Spokes**

Dear …

In preparation for the first Delivering Net Zero workshops that you have agreed to be part of, there are now a number of documents that we need to share with you.

You will find attached to this email a participant information sheet and two consent forms. Once you have read the information sheet, we would ask you to complete each of the consent forms as appropriate, scan and return them to Clare Quigley at the above email address by 19 Feb.

On the day of the workshop, all participants will be joining one of three groups covering ‘energy demand’, ‘energy supply’ and ‘greenhouse gas removal’. You will be joining the […complete…] group. Each group will be looking at the short and long term solutions for delivering net zero in the UK.

As you know, we would like you to take on the spoke role for your group, and we have attached a more detailed briefing document on what this role will involve. There is no specific preparation for this role, but it would be beneficial for you to consider key aspects within your work that relate to overarching aspects of the net zero challenge and arrive prepared to discuss them in relation to the evidence provided by other participants.

Ahead of the event we will be making two further sets of documents available to you:

* A series of short background briefing documents covering the range of aspects of delivering net zero that we will be seeking to cover during the workshops.
* An agenda and some additional supplementary information on the processes we will be using during the workshop

…please watch out for these in your inbox.

Thank you again for your willingness to be part of the Delivering Net Zero workshops, and if you have any questions about the project or your role within it, please do not hesitate to contact us.