Dear Colleagues:

Plans are currently underway for the **Year Radiology Medical Student Fair**, sponsored by Organization. This one-day event will be held on **Saturday, Date** at **Location**.

The Fair will provide a group of approximately 100 mostly local and regional medical students the opportunity to learn about and participate in radiology, under the guidance of radiology faculty and residents. The day will be comprised of activities including brief presentations and videos (“what we do,” radiology “myth-busters”), hands-on workshops (ultrasound, image-guided biopsy simulation, Workstation labs), and informal, non-structured time for interaction with residents and attending physicians. Each learning activity is built around the two core goals of the Fair:

1. To illustrate the function and contributions of radiology within patient care.
2. To demonstrate the many positive elements defining the role of the radiologist — for future radiologists and referring clinicians alike.

We will be forming small task force **workgroups** to help in the planning:

* Game show
* Workshops
* Video creation
* Giveaway/Prizes designing
* Ebrochures/infographics
* Sponsors/Advertisement and recruitment

We invite you to participate in the planning of the event and/or at the event. Please also recruit residents and fellows to participate. If you are interested, please let us know and if you already said you were interested, please reconfirm.

Contacts:

Name <email>

**One week out:**

Dear Medical Student Expo Volunteer,

Thank you very much for your help with the Institution Year Medical Student Expo! As a reminder, the event is scheduled for this Date  from 9:00am – 4:00pm at the Location.

If you would like to carpool from the Location to the Location, please arrange with other volunteers. The list of volunteers is attached.

Closer to the date we will sending parking information and the program.

Please let us know if you are not able to make it.

We are excited to see everyone on Saturday for this wonderful program!

**Two days out:**

Dear ---

Thank you very much for your help with the Institution Year Medical Student Expo! As a reminder, the event is scheduled for this Date  from 9:00am – 4:00pm at the Location. Attached you will find the program for the day’s events.

If you would like to carpool from the Location to the Location, please meet in the hotel lobby at 8:30am. The list of volunteers is attached.

If you will be driving to the Location, please park location. Click on the following link to show how to get to Location: https://www.google.com/maps/

Please let us know if you are not able to make it.

We are excited to see everyone on Saturday for this wonderful program!