

Section 5: Appendix

Participant Confirmation Letter

This is a sample participant confirmation letter to be sent to each registrant for the GEMS course. It is also available on the GEMS website at www.GEMSite.com. The information in italics needs to be customized for your course.

Date

Name

Title

Institution

Address

City, State, Zip

Dear *name of registrant*:

Thank you for registering for the Geriatric Education for Emergency Medical Services (GEMS) course, which will be held *dates* in *city, state*. This letter will provide information regarding course logistics, content, materials, and course preparation.

The course will be held at *name of location*. *Provide information on making travel and hotel arrangements if necessary. Provide directions to the course location and parking information. Instruct registrants where to check-in each day.*

A course schedule is enclosed. The course includes case-based lectures, scenarios, and skill stations. *Enclose a copy of the GEMS Textbook or provide the registrant with information on how to obtain a copy of the GEMS Textbook. Encourage registrant to review the GEMS Textbook prior to the course.*

To qualify to receive a GEMS Course Completion Card, you must participate in the entire GEMS course and successfully complete a written exam at the end of the course.

Provide any necessary information on course cancellation policies.

I look forward to meeting you at the GEMS course. If you have any questions about the course, you can contact me at *phone number and/or e-mail address*.

Sincerely,

Name of Course Coordinator

Title

Enclosures