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Communication Templates

**Getting started with Microsimulations**

Templates

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# Email Communication #1 – Microsimulation Invitation

**Subject: iluminr Microsimulation kickoff**

Hello [name],

As part of our organisation’s commitment to resilience, you’re being invited to participate in a Microsimulation program starting from [date/time], via our resilience platform, iluminr.

The Microsimulation program consists of 4-6 immersive scenarios designed to role-play simulated incidents over 30-minute sessions. Each session will focus on a single scenario, and targeted set of objectives and tasks. This structure is designed to enhance your response capabilities to known and emerging risks, and assist in meeting our [regulatory or compliance] obligations.

Participation is [highly encouraged or mandatory]. Here’s an outline of what to expect:

1. **Login Credentials:** If you are new to iluminr, you will receive your login credentials over the next few days. Please follow instructions on this email to activate your account and set your password.
2. **Microsimulation Access:** Prior to each session, you will receive a link to access the Microsimulation. For virtual sessions, this will include a Zoom or MS Teams link for participation.
3. **Engagement:** Log into iluminr at the start of each session and dive into the activities as guided by the facilitator.
4. **Learning Loop:** As a mandatory step for reporting purposes, you will have the opportunity to provide critical observations and learnings from each session. Your insights are invaluable in continuous learning and building a resilient organisation.

Learn more about iluminr Microsimulations, including an [FAQ](https://help.iluminr.io/knowledge/iluminr-microsimulations-faq), here. If you have any questions or concerns, please let me know.

We look forward to kicking off the program on [date]

# Email Communication #2 – Reminder – send one day before the Microsimulation

**Subject: Reminder: Your iluminr Microsimulation begins tomorrow!**

Hello [name],

A friendly reminder that our exciting journey into iluminr Microsimulations starts tomorrow, [date/time]. Get ready to dive into immersive scenarios that will enhance your response capabilities and risk awareness!

Here’s what to expect:

1. **Login Credentials:** Please log into iluminr to verify that your login details are working. If you encounter any issues, contact me for assistance.
2. **Microsimulation Access:** Access the unique link to the Microsimulation through the [calendar invite and/or MS Teams (insert communication channel]
3. **Engagement:** Log into iluminr at the start of the session and our facilitators will guide you through the scenario.
4. **Learning Loop:** Submit your participation and share your observations and learnings from the session. Your feedback is critical for building enterprise resilience.

Missed anything or still have questions? Find more information and [FAQs](https://help.iluminr.io/knowledge/iluminr-microsimulations-faq) here, or feel free to reach out directly—I’m here to help.

See you tomorrow!

# Email Communication #3 – Post Event – send one day after the Microsimulation

**Subject: Recap: Insights from yesterday’s iluminr Microsimulation session**

Hello [name],

Thank you for participating in [yesterday’s] iluminr Microsimulation focused on the [insert scenario – Deepfake scenario]. We hope you found the session engaging and insightful as we navigated through complex challenges.

Attached to this email is the Microsimulation report, which outlines the key insights from our session.

Looking Ahead:

* **Next Steps:** Please review the attached Microsimulation report and consider how the insights might be integrated into your role. Reflect on any potential opportunities to improve your responses to similar disruptions and share your thoughts with me.
* **Follow-Up Session:** Prepare for the next Microsimulation, scheduled for [next session date/time]. We will tackle a new scenario and build upon our skills.

Should you have any questions or suggestions on how we can improve future Microsimulations, do not hesitate to reach out.

Looking forward to our continued journey towards building a more resilient organisation!