

## SURVEY EMAIL TEMPLATE

**To:** All Employees

**Subject:** Meeting Experience Survey

<<**COMPANY NAME**>> is committed to providing our employees with the most up-to-date resources necessary to communicate and collaborate effectively. In an effort to prioritize future investments and help improve the overall meeting experience, we request you complete a brief survey to help us determine the following:

- Overview of current meeting room resources and experience
- Input regarding how the rooms are used and technologies utilized in those meetings
- Feedback regarding future areas of investment for conferencing, audio visual and meeting resources

To protect your confidentiality, an independent engagement firm will be conducting this survey and tabulating the results, all answers will be anonymous.

A link to the survey is below, please complete the survey by <<**DATE IN 2 WEEKS**>>. If you have any questions, contact <<**CONTACT INFORMATION**>>.

<<**SURVEY LINK**>>

Thank you in advance for helping to improve our meeting experience,

<<**EXECUTIVE NAME**>>