\*\* New Calendar Event \*\*Update Meeting Details then delete this section \*\*

* Date
* Time
* Location

All,

I hope this email finds you well. We are excited to announce the upcoming tabletop exercise (TTX) - [Exercise Name] - aimed at enhancing our emergency response preparedness. Your expertise and involvement in the planning process are invaluable.

Agenda:

* Purpose
* Scope
* Exercise Objectives
* Core Capabilities
* Scenario
* The Three S' - Stuff, Staff, and Space
* Exercise Evaluation Guides (EEGs)
* Action Items
* Planning Timeline

We look forward to your active participation and insights. Your expertise in [mention relevant expertise] will greatly contribute to the success of this exercise.

Should you have any questions or suggestions before the meeting, feel free to reach out to [Point of Contact].

Thank you for your commitment to strengthening our emergency response capabilities.

[Signature]