

Sample 1st email to candidates confirming interview date, announcing social hour

Hello, we're excited to meet you during the (name of Institution) Maternal-Fetal Medicine Fellowship interviews scheduled for _____. As you know, all interviews will be conducted virtually using the **ZOOM** platform, and although this is not ideal we hope to showcase our institution and our fellowship program in the best possible light and give you as much information as possible.

We will be hosting an informal "Social Hour" for you to attend (virtually) with our current fellows. This will be held on _____ from 6-7pm est. We hope you can attend.

On the morning of _____ the interview day will begin promptly at _____ am est with a presentation from our Program Director. Interviews will begin at _____ am est and will conclude at approximately _____ pm est.

In preparation, here are some key things I would ask of you:

1. Please be sure you can access **Zoom.us**
2. Please be sure to have a secure internet connection
3. Confirm with me by email
 - a) Your interview day
 - b) If you will attend our virtual happy hour
 - c) Your cell phone number in case we have any issues on interview day

As the day gets closer I will be sending additional information about the interview day along with your interview schedule.

If you have any questions, please feel free to contact me.