[Insert greeting]

We are excited to have you join our [insert call information including day, time, date, and location]. **You will have the first slot from 12:15pm to 1pm**. In preparation for this call, i need you to send me the following:

1. A **brief abstract (1 paragraph or so) describing your project** that we can share to get YAB members oriented to your work
2. **3-5 Brainstorming questions** that outline exactly what you want the YAB members to give you feedback on.
	1. Examples for questions include: “Is this tip sheet language YA friendly, does this interview script make sense to you, what do you want to know about employment as a parent”
3. **Any additional written content** (i.e. grant excerpts, tip sheet drafts, etc) that you want the YAB to be able to look at and provide feedback on during the call
	1. \*\*PLEASE NOTE\*\*\*- if this “content” or “draft” is longer than 3 pages, we will need some written guidance from you on which parts of the content you want us to focus on during the call. We will build this content into the slides, so we need to know exactly what pieces you want the YAB to provide feedback on.

Please keep in mind that you will have 45 minutes to get feedback, so the more concrete you can get about where the YAB can be helpful, the better!

**Expectations:** Our young adults do a great job at reviewing your materials and forming thoughts, suggestions, ideas, and opinions based on their own lived mental health experience. Although thoughtful, feedback you receive from our members may not be what you expected or anticipated. It is important to be mindful and reflective in your responses to them, if you receive feedback, you do not care for. Emily will help to mediate and regulate open discussion among the members and presenters. Please reach out to Emily if you ever have any concerns.

If you could have this to me by [include a deadline for materials]! Looking forward to seeing you there. 😊

Sincerely,