Dear [insert name]:

I invite you to join me for a facilitated small-group conversation with your [co-workers/fellow students/department colleagues] about the findings of last spring’s campus survey about the learning, living and working environment at Syracuse University.

Nearly 6,000 students, faculty and staff completed the [SU Climate Assessment Survey](http://survey.syr.edu). It focused on the experiences and perceptions of various campus constituent groups related to sexual harassment and sexual violence, race, gender identity and gender expression, sexual orientation, disability services, the academic environment for students, the workplace environment for faculty and staff, and other topics.

The survey report executive summary and the full survey report were made public in late October, and both can be found on [MySlice](https://myslice.syr.edu/).

The University’s Climate Assessment Planning Committee—presenter of the survey—is asking for your help. The committee wants to know your thoughts on the survey’s findings, which will help in the preparation of the committee’s recommendations to be presented in March.

One way is to fill out the simple [online comments form](https://syracuseuniversity.qualtrics.com/SE/?SID=SV_41S9Id3AHdoAkMl). Another is to join the discussion session I am hosting on [insert day, date and time] at [insert location]. It will last no more than an hour. A facilitator from the Maxwell School will lead the conversation. Refreshments will be provided.

Please R.S.V.P. to [insert contact] by [insert R.S.V.P. date].

And in advance of our meeting, I encourage you to review the survey report executive summary (and, if you have time, the full survey report).

Your voice is important. Thank you for making it heard.

[insert name and title]