## TEMPLATE: Post-event email to regional exchange attendees

Subject: Thank you for attending the Regional Exchange!

Regional Exchange Attendees -

On behalf of the Regional Exchange Planning Team, I would like to thank you for attending the recent Regional Exchange hosted by [State DOT] on [dates]. We hope this event will help advance [topic] across the region and within your agency.

I would be interested in any additional feedback on the regional exchange content. This input includes anything you found valuable, which components will be challenging or straightforward to implement, and anything other TPM Pooled Fund members can do to improve future regional offerings. Please contact me at [email address] with any feedback you may wish to share.

The planning team used the TPM Pooled Fund’s Regional Exchange Toolbox to assist with 1) pre-planning, 2) planning and implementation, and 3) post-event preparation of materials. The tools and resources include several regional exchange planning checklists, suggested timelines, and templates. While the planning team found these to be useful in efficiently implementing the regional exchange, we are also interested in the attendee experience.

Please feel free to reach out to [lrichter@spypondpartners.com](mailto:lrichter@spypondpartners.com) with any additional feedback you may want to share concerning the toolbox.

As promised, here are links to the materials from the workshop:

* Copy of the agenda [hyperlink to .pdf on TPM Portal]
* Presentation deck [hyperlink to .pdf on TPM Portal]
* Summary Report [hyperlink to Summary Report on TPM Portal]
* Other materials [hyperlink to other materials on TPM Portal]

Again, thanks to each of you for your participation in making this a successful regional exchange!

[Name, State DOT]