**FOAM Club
Reminder email templates**

**Reminder email: One week prior to FOAM Club**

Dear colleagues,

On {day} {month} {date} we are delighted to be presenting FOAM Club, an educational experience dedicated to teaching you how to critically appraise a blog post and a podcast episode. FOAM Club was developed to be a highly interactive spin on the traditional journal club format.

The purpose of FOAM Club will be to review the literature for appraising FOAM resources and then evaluating two FOAM resources using validated quality checklists.

In preparation for this session, please listen to the entire Podcast episode ({insert time}) and Blog-post ({insert approximate time read}):

 {Selected Podcast title}

 {selected podcast link}

 {Selected Blog title}

 {selected Blog link}

On {date} we will be discussing these resources and using them as an example for how to critically appraise FOAM materials. They both focus on {insert topic} and this familiar topic was chosen for a reason. FOAM Club is about learning how to appraise resources that are used by our trainees and colleagues. Knowing the topic will help you assess the quality of these materials. I have attached the evidence-based quality checklist for blogs and podcasts for your review. We will be using these during our in-person discussion.

**Reminder email: Three days prior to FOAM Club**

Dear colleagues,

FOAM Club is only 3-days away!

On {day} {month} {date} at {location} we are delighted to be presenting FOAM Club, an educational experience dedicated to teaching you how to critically appraise a blog post and a podcast episode. Please come prepared to discuss the following resources:

 {Selected Podcast title}

 {selected podcast link}

 {Selected Blog title}

 {selected Blog link}

Let us know if you have any questions

**Reminder email: The day before FOAM Club**

Dear colleagues,

FOAM Club is tomorrow!

Date:

Time:

Location:

Don’t forget to listen to the Podcast and read the Blog post:

 {Selected Podcast title}

 {selected podcast link}

 {Selected Blog title}

 {selected Blog link}