

REVIEWED BY ATIP DIVISION
Correctional Service of Canada
RÉVISÉ PAR LA DIVISION AIPRP
Service correctionnel du Canada

From: (NHQ-AC)
To: (NHQ-AC)
Cc: (NHQ-AC); (NHQ-AC)
Subject: Email to EXCOM re: Virtual Tour - MONDAY Sept 8
Date: Friday, September 05, 2014 11:23:30 AM
Attachments: [EXCOM_Virtual_Tour_all_content_en.docx](#)
[EXCOM_Virtual_Tour_all_content_fr.docx](#)
Importance: High

Hello _____,

Please find below an email to go from Scott to EXCOM members as soon as possible on Monday, Sept 8. He has approved this package. Thank you so much!

Communications Advisor | Conseillère en communications
Corporate and e-Communications | Communications internes et électroniques
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Subject: **Script Approval for CSC's Virtual Tour of an Institution**

Duplicate Information

Further to my memo of August 20, I am pleased to provide, for your approval, the draft script of CSC's Virtual Tour of an institution. Please note that the script has already been very carefully worded to achieve specific communications goals, therefore, there is no need for edits other than technical fact checking and flagging of sensitivities.

The script consists of two parts: narratives and featured items. The narratives will be used to produce an audio commentary for each room in the virtual tour. It is not intended to provide detailed information, but rather to introduce users to the purpose and use of each room. When users select featured items in each room, a pop-up text box will appear, providing users with additional information to read and discover at their own pace.

Please review the attached script and provide any comments regarding factual errors to Heather O'Connell at heather.oconnell@csc-sec.gc.ca. The deadline for approval is Thursday, September 11, 2014. Unfortunately, the non-negotiable production schedule means the timeframe for approvals cannot be extended. Once the audio has been recorded, the script cannot be changed, so approvals will be considered final.

Should you have any questions or comments, please do not hesitate to contact Heather Cloutier, Manager of e-communications, at (613) 943-9296.

Objet : **Approbation du texte de la visite virtuelle d'un établissement du SCC**

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