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Correctional Service of Canada
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Service correctionnel du Canada

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Subject: Virtual Tour - Fact Check and Comms Advice
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Attachments: [Corporate Comms Virtual Tour HotSpot text.docx](#)
[CorporateComms Virtual Tour FullScript Aug20.docx](#)
Importance: High

Good morning Strat Comms!

Thank you so much for all your support as we've developed the content on the Virtual Tour. I know our timelines have been short! As I've mentioned in working with all of you, your opinions really matter, and are valued contributions to this project.

I know everyone is swamped. However, could you please take a few moments out of your schedule today or tomorrow morning to look at the draft script and list of "hotspots/artifacts"?

- Please let me know if you have any recommended changes.
- Feel free to run past your clients! We're working towards having a solid draft to submit to EXCOM next week.
- The "script" will be an oral narrative that users will hear when they enter each section of the tour.
- The "hotspots" are items that Users will click on in each "room", and info-box will pop up with the text. You will see I have four missing items highlighted in yellow. I am working with Ontario region, but if you have any information on these, please do supply it.
- Note: We will also be making minor revisions to the script afterwards so it lends itself better to an oral narrative. It reads a bit stiff, like a document, though we are aiming for a tone that is informational and authoritative. Just FYI.

Let me know if you have any questions! I'm aiming to get everything into translation by COB tomorrow.

Thanks ☺

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