**APN template for providing notice of a virtual meeting of an APG (All platforms)**

**[** date **] APN:**

**NORTHERN IRELAND ASSEMBLY**

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| **ALL PARTY NOTICE** |

**ALL-PARTY GROUP ON [INSERT APG TITLE]**

A remote/virtual meeting of the All-Party Group on [ insert APG title ] has been arranged to take place on [ insert day and date ] at [ insert time ] using the [ insert virtual meeting platform such as Microsoft Teams/Zoom ] platform.

Complete as appropriate ]

[ Further details can be included here, e.g. who will be addressing the meeting and the subject matter, if relevant ].

All Members are welcome to attend.

An invite will be emailed separately to each APG member (and, on request, to any other MLAs who wish to attend) providing instruction on how to join the remote/virtual meeting.

For further information and to request the appropriate links and joining instructions for the remote/virtual meeting, please contact [ insert name ] on [ insert telephone number ] or email [ insert email address ].

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| **All Party Notices can only be issued by the Business Office.**  Templates should be forwarded to the Clerk of Plenary Business, Room 32, Parliament Buildings, or emailed to the Business Office on [business.office@niassembly.gov.uk](mailto:business.office@niassembly.gov.uk) . **Please note that the deadline for submission of templates is 4.00pm and that only one APN is issued each day, as soon as possible after 4.00pm, containing all requested notices.** |