

Attachment 7—Confirmation Letter

DATE

Dear PARTICIPANT NAME,

Thank you for your interest in participating in an important research study. Please read this entire document. Your attendance is critical to the success of this project. You were specifically chosen to be a part of this study to share your opinions, and to represent the opinions of others with similar backgrounds and views. Therefore, this invitation is not transferable. Your appointment is scheduled as follows:

Topic: Women, Alcohol, and Reproductive Health

Date: XXXX, XXXXX xx, 2009

Time: 8:30am-10:00am (please arrive 20 minutes early)

Honorarium: \$75 (paid at the end of the session)

Location: XXXXXXXXXXXXXXXxxx

XXXXXXXXxxx

XXXXXXXXxxx

(Please report to: XXXXXXXXXXXXXXXxxx.

Look for BERNETT RESEARCH signs)

Please arrive no later than 8:30am for registration. If you arrive late you may not be admitted. If you find that you are unable to keep your appointment, please call us at 617.746.2632 at least 24 hours in advance of your scheduled meeting.

The focus group discussion will be audio-recorded. All information that you provide during the discussions will remain confidential. Precautions will be taken to protect your information. Your identifiable information, the audio recording, and notes from the interview will be kept by the evaluation contractor, RTI, under lock and key. The findings from the focus groups will be reported in summary form so that the participants cannot be identified. RTI will retain a copy of the digital audio files on password protected computers and a share drive to which only RTI team members have access. The digital audio files will be destroyed within a year of the project's end. Project staff will offer participants the option of using only their first name or a pseudonym during the groups for their privacy. We ask that you please respect the privacy of the other participants in the focus group, and do not share what is said in the group after it is over.

Incentive information: You will be paid \$75 for participating the entire 1 1/2 hours.

Parking information: XXXXXX

Note: Please bring this letter and a picture ID with you. If you wear reading glasses, please bring them with you also. We look forward to seeing you soon.

Thank you,
Bennett Research Services, Inc.
617-746-2632