

OBSERVER INSTRUCTIONS AND PRIVACY SAFEGUARDS

ICF Macro is conducting focus groups on behalf of the Centers for Disease Control and Prevention (CDC) in [INSERT CITY], North Carolina. The focus groups are to help the CDC develop more effective health promotion and communication campaigns aimed at African American women aged 40-64 who qualify for free breast cancer screening.

1Because of concerns about protecting participant privacy and fostering an atmosphere of respect for the participants, it is important for all persons who intend to observe the focus groups to accept the following:

- Observers should refrain from any conduct that will disrupt the discussion or interfere with the focus group process.
- Observers are present to observe only and not to take part in the discussion process.
- Observers may enter the discussion room at the end of the session only upon the participants' request.
- After leaving the observation room, observers should not discuss who participated in the group discussion. Observers should not discuss what was said by individual participants with others who were not also observers.
- After leaving the observation room, observers should only have discussions about the session that are general and not specific in nature.
- Observers should refrain from engaging in conversations while the focus group is in session so as not to disturb the process of moderating or notetaking of the focus groups.

1Your signature below indicates that you understand and accept these conditions.

Signature:		Date:	
-------------------	--	--------------	--