Attachment 1: Recruit E-mail

Dear [Name],

The National Cancer Institute (NCI) is seeking participants for a usability evaluation for the Division of Cancer Prevention (DCP) website (http://prevention.cancer.gov/) . Participants will explore the current website design and give feedback on its ease of use. Your input will contribute to the site's final redesign and usability. We will attach a copy of a consent form for this usability evaluation as that material may help you understand what you would be doing.

Participants:

- must have some level of familiarity with DCP
- must also have access to a computer, Internet connection, and a telephone or computer microphone and speakers at the time of the session.

We would like to set up times to meet (electronically via internet and phone) with you for this discussion and would need about 60 minutes of your time. We will have two ways that you can work with us. If you can come to our lab in Rockville, MD, on [Date], we can work with you in-person. Otherwise would you select a date and time for a "remote" meeting?

If you can help, please reply to this email and tell us your **phone number**. Tell us **what times would be convenient for you** during the following time periods:

1. Phone Number _____
2. Prefer to work in-lab at [approximate time] _____

OR

2. Selection of Remote Times:

Date 1, Day, from Hour 1- Hour 2 in Eastern Time _____

Date 2, Day, from Hour 1- Hour 2 in Eastern Time _____

Date 3, Day, from Hour 1- Hour 2 in Eastern Time _____

Date 4, Day, from Hour 1- Hour 2 in Eastern Time _____

Date 5, Day, from Hour 1- Hour 2 in Eastern Time _____

Etc.

If you would be willing to participate, would like additional information, or have questions, please contact Danielle Smith from User Centered Design, the contractor assisting NCI with this project, at dsmith@user-centereddesign.com. If you respond to this email we will contact you again to ask specifics about the amount of experience you have with the website and to verify a specific time for testing.