Attachment 1: Initial Recruiting Email

Dear Colleague

At the National Cancer Institute (NCI) those of us who are responsible for the National Collaborative on Childhood Obesity Research (NCCOR) [Catalogue of Surveillance Systems http://nccor.org/projects/catalogue/index.php or Measures Registry http://nccor.org/projects/measures/index.php] website are working to improve the website. We would appreciate your help. We invite you to participate in usability testing to determine the appropriateness and ease of use of the website. This would require no preparation on your part.

If you agree to participate, our contractor, User-Centered Design, Inc. (UCD) will arrange a mutually convenient date and time in [Month, Year] to arrange a testing session, which can either be conducted remotely or in person at NCI's usability lab. If you participate remotely, you will do so from your own location/computer using a web meeting software, GoToMeeting, and use VOIP or your phone for teleconferencing during the test (giving opinions, etc.). To accomplish this, you will need to install a small utility (directions will be provided). The utility will enable UCD and our personnel to watch your experience with the website.

Your session feedback will be combined with the input from others and incorporated into tangible improvements in our website and communications efforts, but your individual comments will be kept private to the extent provided by law. A copy of the consent form for the testing is attached to this email so you will have a better idea of what you will be doing.

If you are interested in participating, please let me know the information indicated below, and I will forward your contact information to UCD. They will contact you to determine how much you use the website and to arrange a convenient time for you to test the website.

If you can help, please reply to this email and tell us your **phone number**. Also, 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.