

Attachment 7A: Invitations to Symposium on Global Cancer

Email Invitation

To: **SYMPOSIUM ON GLOBAL CANCER RESEARCH PARTICIPANT**

From: Resource Mailbox Managed by NCI

Subject: Request: Study of Symposium on Global Cancer Research

We invite you to complete a brief survey about your participation in the Symposium on Global Cancer Research, held on [insert date]. Your responses to these questions will help the National Cancer Institute assess the outcomes of the Symposium on Global Cancer Research and improve future workshops.

All information obtained will be kept secure, to the extent provided by law. This survey consists of 16 questions and can be completed in approximately twenty minutes. There are no risks to participating in this survey. There are no direct benefits to you for participating in the survey; however, the survey does not need to be finished in a single sitting. If you agree to participate, please click the link below and complete the survey.

INSERT LINK

Thank you in advance for your participation. Please do not hesitate to contact me (Brenda.Kostelecky@nih.gov; 240-276-5585) if you have any questions. We sincerely appreciate your time assisting with this effort.

Sincerely,

Brenda Kostelecky, PhD
Center for Global Health
National Cancer Institute

Phone Invitation

INTRODUCTION: Hello, may I speak with [RESPONDENT NAME]?

[IF NOT AVAILABLE, ASK]: When would be a good time to reach [RESPONDENT]? **[RECORD BEST DAY AND TIME.]**

IF SOMEONE OTHER THAN RESPONDENT ASKS REASON FOR CALL: My name is [INTERVIEWER NAME, and TITLE]. I'm calling on behalf of the National Cancer Institute's Center for Global Health about a study of the Center's [PROGRAM NAME], which [RESPONDENT NAME] participated in.

IF RESPONDENT IS AVAILABLE: Hello, my name is [INTERVIEWER NAME]. I'm calling on behalf of the National Cancer Institute's Center for Global Health. You participated in [PROGRAM NAME and DATE], and I would like to invite you to complete a brief survey about your experiences with the [PROGRAM NAME.] The National Cancer Institute's Center for Global Health is asking all participants of [PROGRAM

NAME] to complete this survey. Your candid responses to questions will allow the Center to study the outcomes of this workshop and improve future workshops and conferences.

Would you be willing to participate in this survey?

[IF YES] What is the best email address for me to send you the survey? [RECORD EMAIL ADDRESS]. Thank you very much for your willingness to participate. We look forward to receiving your completed survey.

[IF NO] Thank you very much for your time and have a wonderful day.