

Attachment 7D: WCP Invitation

Email Invitation

To: WOMEN'S CANCER PROGRAM SUMMIT
From: Resource Mailbox Managed by NCI

Subject: Request: Study of Symposium on Women's Cancer Control

We invite you to complete a brief survey about your participation in the Women's Cancer Control Program Summit, held on month/day/year. Your responses to these questions will help NCI assess the outcomes of the Symposium and improve future workshops.

All information obtained will be kept secure to the extent provided by law. This survey consists of 19 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, information collected will provide the NCI with valuable data and evidence to assess the effectiveness of the Symposium on Women's Cancer Control for future planning and improvement. 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 NCI's Center for Global Health (NCIGlobalHealth@mail.nih.gov ; +1 (240) 276-5810) if you have any questions. We sincerely appreciate your time assisting with this effort.

Sincerely,

Center for Global Health
National Cancer Institute
National Institutes of Health
DHHS, USA

Phone: +1 (240) 276-5810

E-mail: NCIGlobalHealth@mail.nih.gov

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.