

## Attachment N –Focus Group Participation Confirmation Email, Word Version

**Focus Group:** Thank you for your interest in participating in a focus group discussion. Based on your response to the Enrollment and Waiver Form, this message confirms your preference for participating in a voluntary focus group discussion during your attendance at the 2019 NACCHO Preparedness Summit on [insert specific date, time]. The discussion will occur at the [insert Summit Session Name/Details] in room [insert location details].

This 75-minute discussion will invite you to share your experiences with existing public health emergency response leadership training and exercises as well as identify what additional trainings and resources are needed in the field, and how CDC can better support public health emergency response leadership training in your jurisdiction. CNA/JHU will audio-record and take notes during the focus group discussion, store all data on secure servers and password-protected computers, transcribe the recording, and remove any identifiable information before sharing the data with CDC. The CDC will not have access to any individually identifiable information collected by CNA/JHU as the project's contractor team.

If you are not able to attend this focus group discussion or are no longer interested in participating, please email ([FocusGroup\\_Email\\_TBD@cna.org](mailto:FocusGroup_Email_TBD@cna.org)).

Thank you,

CNA Institute for Public Research  
Johns Hopkins University (JHU)  
Centers for Disease Control and Prevention (CDC)