

APPOINTMENT CONFIRMATION EMAIL for FOCUS GROUP AND INTERVIEW PARTICIPANTS

Hi <name>,

It was very nice speaking with you today!

Please see below for your appointment confirmation for the study to learn more about healthcare professionals' opinions and experiences communicating with patients about biologic drug products (biologics) .

You are scheduled to participate in a <focus group/interview > on <date> at <time>. Please go to test link below before your scheduled <focus group/interview> to ensure that you can join using our conferencing software, FocusVision, which may require you to download specific software. The <focus group/interview> will be approximately 90 minutes long, and you will be provided an honorarium of <amount> transferred directly into your All Circle Global Account.

Before the day of your <focus group/interview>, please use the weblink below to complete our virtual consent form. After you have clicked on the link, please review the information and enter your name and the date at the bottom of the page before hitting submit. You will have the option to print the page to keep a copy for your records. You will not be able to participate without signing the consent form. Your identity and information will remain private to the extent permitted by law.

<insert weblink>

Five minutes before your scheduled time, please click on the weblink below to connect with our researcher, <moderator name>. When prompted, please **enter your first name only** as well as the email address we're using for correspondence to sign into the session. We recommend that you try to use the VoIP (computer speakers and microphone) first to talk with the researcher, but the option to join via phone will also be available if you are having trouble with your computer audio.

Please click this link to connect with our researcher: [insert weblink](#)

If you are having trouble connecting at the time of your session, please call <moderator name> directly at [insert phone number](#). He/she can help trouble shoot any technical problems you may be having.

Best,

NAME

LIGHTSPEED HEALTH

NAME

Support Team Leader

www.lightspeed-health.com



To redeem your honoraria, please access All Global Circle account via <http://www.allglobalcircle.com/>
If you are having difficulties accessing your account please contact directly the Member's Services team.
Member Services is dedicated helpdesk team who are aiming to get back to you within 48 hours upon submission of your request.

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