

InterVu RESPONDENT INVITATION TEMPLATE

FocusVision

Hello, John Smith ← 1

Your InterVu link

<https://online.focusvision.com/InterVU/preLounge.aspx?ProjectID=458524&RID=8165b4a0-30be-2889-94d8-1152ce330e5e&lng=en> ← 2

Your session is scheduled for:
Thursday, Aug 09, 2018 at 12:00 PM (GMT)
Greenwich Mean Time : Dublin, Edinburgh,
Lisbon, London ← 3
The time above may not reflect your timezone.

Ensure a trouble-free experience with two simple steps

1 Test your computer now by clicking the link above

2 Log into your InterVu link by 11:45 AM

If you have any questions, [click here](#) ← 4

Make the most of your experience ← 5

- We'll connect your audio once you join the room
- Don't reveal personal information
- Use the same computer for testing and live meeting
- Recording begins when you enter the room
- Use a wired connection or make sure you have full WiFi bars
- Close non-essential applications
- Make sure your phone or headset is fully charged
- Choose a quiet, well lit room

Enjoy your InterVu
The FocusVision team
InterVuCoordinator@focusvision.com

1. Greeting: The respondent's name will automatically replace the listed example name "John Smith". The normal format of the name is forename + initial of surname (e.g., "Mike C"), as this helps to maintain anonymity whilst reassuring respondents that the invite was intentionally and correctly sent to them.

2. InterVu Link: The InterVu link is uniquely generated for each respondent. Respondents can use this link to test their system (as well as webcam where applicable) and to access the live meeting once it has started.

3. Meeting Time: The meeting date and time, as previously confirmed by the respondent. All times will be listed in respondents' personal time zones, if known.

4. Contact Us: If respondents need help or have any questions regarding their scheduled meeting, they can contact FocusVision directly via this link.

5. Notes: The icons / notes in this section are designed to help answer the most common questions, and to curtail the most commonly encountered issues.