

Attachment 3 - Notification Script

Email Notification of Selection

Dear [NAME],

You previously completed a screening form to determine your eligibility to participate in a focus group focused on opinions of hand hygiene behaviors. We are emailing to inform you that you have been selected to participate in the focus group.

As a reminder [CONSULTING COMPANY] is conducting two focus groups with men and women to learn about opinions of health communication materials promoting hand hygiene behavior. Focus group findings will be used to help develop a health communication campaign focused on hand hygiene behaviors. In the focus groups we will discuss health communication materials that have been developed to promote hand hygiene behavior.

This informal discussion will last about 60 minutes and will be located in [LOCATION]. Also, the discussions will be audio recorded.

You will not be asked to buy anything during the focus groups, we are only interested in your opinions. You will receive \$40 as a token of appreciation for participating in this discussion. Also, we need to let you know that there will not be any childcare provided during the focus group discussion, so please make the appropriate childcare arrangements if you have children.

The focus group will occur on [DATE] at [TIME] and will be held at [LOCATION]. If you are able to participate please reply to this email or call our study team at [PHONE] to confirm. Our study team will also send you an email reminder before the focus group.

Thank you,

[NAME]

Phone Notification of Selection

Hello, can I please speak to [NAME]?

You previously completed a screening form to determine your eligibility to participate in a focus group focused on opinions of hand hygiene behaviors. We are emailing to inform you that you have been selected to participate in the focus group.

As a reminder [CONSULTING COMPANY] is conducting two focus groups with men and women to learn about opinions of health communication materials promoting hand hygiene behavior. Focus group findings will be used to help develop a health communication campaign focused on hand hygiene behaviors. In the focus groups we will discuss health communication materials that have been developed to promote hand hygiene behavior.

This informal discussion will last about 60 minutes and will be located in [LOCATION]. Also, the discussions will be audio recorded.

You will not be asked to buy anything during the focus groups, we are only interested in your opinions. You will receive \$40 as a token of appreciation for participating in this discussion. Also, we need to let

you know that there will not be any childcare provided during the focus group discussion, so please make the appropriate childcare arrangements if you have children.

The focus group will occur on [DATE] at [TIME] and will be held at [LOCATION].

Would you be able to participate in the focus group at that time?

- IF YES: Confirm with participant and notify that the team will also send an email reminder before the focus group.
- IF NO: Thank them for their time.

Thank you for taking the time to speak with me. If you have any questions about the focus groups, please contact [INSERT POINT OF CONTACT AT CONSULTING FIRM].