

Emerging Tobacco Products Communication Initiative

Focus Group Advance Logistics Letter

Dear [PARTICIPANT FIRST NAME]:

Thank you for agreeing to join a focus group with RTI International about e-cigarette use among youth. RTI will be conducting this focus group on behalf of the U.S. Centers for Disease Control and Prevention (CDC). **The group is scheduled for [DAY, DATE] at [START TIME - END TIME] Eastern Time. It will take place online and will last about 90 minutes.** Before you join the discussion, we'd like you to review some important information and complete the steps described below.

TEST PLATFORM

We will be using two platforms for the focus group—(1) a video platform called ZOOM™ for our discussion and (2) an interactive platform called MURAL to review sample materials. You will need a computer (not just a tablet or smartphone) and web camera to participate.

To make sure that you can join the focus group, please test your computer and web camera at least 24 hours before your scheduled group. You can test your equipment by clicking on the test link below.

ZOOM™ Test Link

<https://zoom.us/test>

JOINING THE FOCUS GROUP

Please use the login information below to join the online focus group at your scheduled date and time:

Part 1: ZOOM™ Login

Click the meeting link: [ZOOM™ LINK]

1. A pop box will appear on your screen requesting to download and run ZOOM™.
 - If you would like to install the application (*the easiest option and the smoothest experience but not required*), click on the file and install the launcher.
 - If you do not want to install the application, click the “join from your browser” link.
2. Once the application opens, choose an audio option—computer or phone. If you choose phone audio, please select the option that allows the system to call you (vs. you calling into the line). This will suppress your phone number and protect your privacy.
3. Activate your video by clicking the “Start Video” button in the lower left corner of ZOOM™.

Part 2: MURAL Login

Click the MURAL board link: [\[MURAL LINK\]](#)

1. You should automatically be logged into MURAL as a visitor.
2. You will be given an animal avatar name (e.g., "Visiting Alligator"). Update this with your first name only.

PROTECTING YOUR PRIVACY

It is important to us that your privacy is protected. We will never ask for your last name or contact information. To help us ensure that, we're offering a few suggestions:

- **Use Only Your First Name.** When you join the ZOOM™ meeting, you will be asked to sign in or enter your name. Please only use your first name to keep your identity secure.
- **If You Join by Phone Audio, Have the System Call You.** This will suppress your telephone number and keep your contact information private.

HELPFUL HINTS

In order to make the most of the discussion, please follow these helpful hints:

1. **Login At Least 5 Minutes before the Focus Group is Scheduled to Start.** This allows you to test your login information and ensure that the group begins and ends on time.
2. **Minimize Distractions.** You will need to be seated at a computer with a webcam in order to participate. Please choose a quiet room where you can participate in private and without any distractions. Alert others in advance that you're giving your full attention to the discussion. Turn off your cell phone, television, and anything else that might distract you. Increase the volume on your laptop or computer for best audio quality.

PERSONS TO CONTACT

If you have questions about the study, you can contact the investigator, Doug Rupert, at 1-800-334-8571, ext. 26495 (toll free). He can be reached between 9:00 AM and 5:00 PM Eastern Time Monday to Friday

Thank you again for your interest. We look forward to seeing you online soon!