

Email Confirmation Verbiage + Zoom Instructions (Draft)

SUBJ:

Remote: PARTICIPATION CONFIRMATION: RESEARCH (DATE) @ (TIME)

Hello,

Thank you for agreeing to be a participant in our research study. Below is the date and time that we have reserved for you.

Please reply to this email to confirm that you have received this information. If you have any questions, please send us an email at this address.

DATE: (insert day/date)

TIME: (insert time)

Log In/Dial In for interview: [You will receive a Zoom link to the session about 15 minutes before your scheduled session. Please login on your computer/laptop](#)

Please plan to log in on time so we can begin promptly at your scheduled time. Because we are scheduling so few people for the study, it is extremely important that you keep your appointment with us. If for any reason you cannot make it, or you find you will be unavoidably late, please send us an email at this address, as soon as you know. Please do not send anyone in your place.

Although this is a virtual meeting, kindly keep the following points in mind for your participation:

- Please plan to participate from a private, quiet location where you will not be disturbed so that we can clearly hear you.
- If using a laptop to participate, please be seated at a desk, table, or other stationary space in an upright position.
- Please refrain from eating, drinking or chewing gum during this meeting so that we can clearly hear and understand you when you speak.
- In accordance with everything mentioned above, please eliminate any other distractions that would affect your participation. Your full attention is expected throughout the entirety of this virtual meeting.
- The session will be recorded, to be used strictly for research purposes. You will be asked to verbally consent at the beginning of your session, stating that you

are aware the session is being recorded.

- All personal information, including your identity, will remain completely confidential.

We look forward to speaking with you and having your valuable insights for this important research!

Best,

The Mediabarn Research Team

<http://www.mediabarnresearch.com/>

Zoom Link + Instructions Email

SUBJ: Zoom link to today's research session

Hi (name),

We are looking forward to speaking with you today. We ask that you join today's session from your desktop/laptop computer. You will need to download the zoom software if you haven't already.

You can join us for our zoom call here - Please log in on time so we can make sure everything is setup and ready to go.

Join Zoom Meeting

[\(insert link\)](#)

Meeting ID: (### ##) (###)

Passcode: (password)

We will see you in the meeting!

If you have any trouble please call my cell

[cell phone number and name of Mediabarn Research Team member]