

*Attachment 39. Reminder Email – English*

ONLINE

Email Subject: *[ATTENTION] Confirmation of ONLINE CDC women’s health study*

Dear [Name],

Thank you very much for agreeing to participate in the group conversation session about Hispanic/Latina women’s health and the role that culture plays in their health choices.

This email is a reminder of your participation in an **online** 90-minute session for the following date and time:

**DATE:** [[DATE]]

**TIME:** [[TIME and TIME ZONE]]

**LINK:** [[INSERT LINK]]

Online via Zoom. If you do not already have Zoom, you will be prompted to download it to use on your desktop, laptop, or tablet OR feel free to use the web browser version using the appropriate links.

**PLEASE READ THE FOLLOWING:**

- Open the consent form link, **complete, and submit the consent form** as soon as possible. Please submit the consent form a minimum of 24 hours prior to your session. We must receive the consent form before you participate in the conversation group: <https://forms.office.com/r/1e0dtsSWkX>
- Please plan to **sign in 10-15 minutes early** from a quiet and private place with stable internet connection. Signing in early allows us to start on time.
- Please join the interview from a **computer, laptop, or tablet** for better connection. Smartphones may be difficult to use for this study. We will be sharing material on the screen.
- Please ensure your **webcam and microphone** are set up and functioning properly.
- Please be on time and stay for the duration of the session, as early departures or late arrivals will disrupt the session. Participants may choose to leave early; however, we may need to reduce the payment so that it is proportional to the level of participation.
- If you use eyeglasses for reading or watching TV, you should wear them during the session.

If, for any reason, you must cancel or re-schedule, DO NOT invite anyone else to take your place. Instead, please immediately email us at outreach@eurekafacts.com so we can find a replacement for the study.

We look forward to speaking with you! If you have any questions about the study, please contact Esther Cortez at CortezE@eurekafacts.com or 202-794-8199.

Sincerely,  
Esther Cortez

Research Analyst  
EurekaFacts, LLC  
240-403-1650

*IN-PERSON*

Email Subject: *[ATTENTION] Confirmation of IN PERSON CDC women's health study*

Dear [Name],

Thank you very much for agreeing to participate in the group conversation session about Hispanic/Latina women's health and the role that culture plays in their health choices.

This email is a reminder of your participation in an **in person** 90-minute session for the following date and time:

**DATE:** [[DATE]]

**TIME:** [[TIME and TIME ZONE]]

**LOCATION:** [[INSERT ADDRESS]]

[[INSERT DIRECTIONS TO PHYSICAL FOCUS GROUP LOCATION]]

**PLEASE READ THE FOLLOWING:**

- Open the consent form link, **complete, and submit the consent form** as soon as possible. Please submit the consent form a minimum of 24 hours prior to your session. We must receive the consent form before you participate in the conversation group:  
<https://forms.office.com/r/1e0dtsSWkX>
  - If you are unable to sign the digital consent form, we will have paper consent forms available at the location.
- Please plan to **arrive at least 10-15 minutes early** before the session so that we can begin on time. Participants may choose to leave early; however, we may need to reduce the payment so that it is proportional to the level of participation.
- If you use eyeglasses for reading or watching TV, you should wear them during the session.

If, for any reason, you must cancel or reschedule, **DO NOT** invite anyone else to take your place. Instead, please immediately email us at [outreach@eurekafacts.com](mailto:outreach@eurekafacts.com) so we can find a replacement for the study.

We look forward to speaking with you! If you have any questions about the study, please contact Esther Cortez at [CortezE@eurekafacts.com](mailto:CortezE@eurekafacts.com) or 202-794-8199

Sincerely,

Esther Cortez  
Research Analyst  
EurekaFacts, LLC  
240-403-1650

