

Attachment I3. Focus Group Reminder Email

Dear NAME,

Thank you for agreeing to participate in our upcoming virtual focus group. Your commitment is highly valued and very important to us.

This is a reminder that your focus group session will be taking place on [INSERT DATE].

BEFORE YOUR DISCUSSION

Please read, agree to, and sign our consent form. We want you to understand the full extent of your participation before agreeing to it. **You will not be able to join the virtual session if you have not signed the consent form.**

LIVE SESSION DETAILS

- Date of Session:
- Time of Session (EST):
- Your Local Time:
- Virtual meeting link:
- Access code:

If you are able, please join 5 minutes before the scheduled start time. For your audio, we recommend using a headset with a microphone connected to your computer (wired or Bluetooth). This will help avoid background noise or feedback.

Participation Guidelines:

We invite a small number of people to be a part of this project. Your opinions and participation are very important to us.

- To avoid delay in the focus group, turn on your tested computer (audio testing your headset) and sign in 5 minutes early.
- Please be in a quiet place where you won't be interrupted so that you can focus on the discussion.
- We strongly encourage having your webcam ON for this session, to help ensure full engagement and participation.
- We will record the focus group and transcribe the audio for internal purposes only. This information will not be linked with your name in any way and will not be used for anything except this project. All information from this discussion will be summarized anonymously.

Participant Considerations

If you commit to this discussion, please give your undivided attention to the session because your participation is extremely important to us. Please do not eat or drink (water is okay) during the session because it may affect your ability to contribute fully to the conversation. Please do not drive during the session because this is dangerous.

We know you may have limited space and may not have a room where you can be alone. But please be in a space where you can have as much privacy as possible to help avoid interruptions. We have found that headphones greatly reduce background noise.

If an emergency comes up that would keep you from participating, please contact us as soon as possible so that we may fill your spot. If for any reason you have any conflicts with this appointment, please reach out to healthyswimming@cdc.gov with “MAHC Focus Group” in the subject line.

We look forward to seeing you in the session!