

## Email Template for OneLab Focus Group / Key Informant Interview Participant Eligibility:

To: OneLab Members

From: CDC OneLab email

Title: Help Us Improve OneLab: Eligibility for Focus Group or Interview

Attachments: N/A

Dear CDC OneLab Members,

I hope this email finds you well.

We are excited to invite you to participate in a focus group or individual interview aimed at improving the OneLab user experience. Your insights are crucial in helping us identify ways to enhance the program and better serve the training and development needs of the laboratory workforce and testing community.

To determine your eligibility for participation, please complete a brief survey about your current involvement with OneLab. This survey will take approximately 10 minutes to complete, and your responses will help us understand if you qualify for the study.

Please submit your survey by MM/DD/YYYY using the link below:

**[Insert Link for OneLab Participant Intake Form]**

If you have any questions or concerns, feel free to reach out to us at [OneLab@cdc.gov](mailto:OneLab@cdc.gov) . We look forward to your valuable feedback!

Thank you for considering this opportunity to help improve OneLab.

Best regards,

CDC OneLab

---

## Email Template For OneLab Focus Group/Key Informant Interview Participant:

To: OneLab Members

From: CDC OneLab email

Title: CDC OneLab User Experience Interview Invitation – Interview Schedule

Attachments: N/A

Dear CDC OneLab Members,

I hope this email finds you well. Thank you for completing the OneLab Participant Intake Form.

We are pleased to invite you to participate in a focus group or an individual interview as part of our effort to understand and enhance your overall OneLab user experience. Your feedback is invaluable, and the information gathered from your participation will help us identify ways to improve the program and better meet the training and development needs of the laboratory workforce and testing community.

To help us schedule your session, please use the link below to share your availability for either a focus group or an individual interview:

**[Insert Doodle Poll link]**

If you have any questions or concerns, don't hesitate to reach out to us at [OneLab@cdc.gov](mailto:OneLab@cdc.gov).

Thank you once again for your time and valuable contribution!

Best regards,

CDC OneLab

## Reminder Email Template For OneLab Focus Group/Key Informant Interview Participant:

To: OneLab Members

From: CDC OneLab email

Title: Reminder CDC OneLab User Experience Interview Invitation – Interview Schedule

Attachments: N/A

Dear CDC OneLab Members,

I hope you are doing well.

This is a friendly reminder to schedule your participation in a OneLab focus group or individual interview, as we have not yet received your availability. Your insights are essential to helping us enhance the OneLab user experience, and we greatly appreciate your involvement in this important process.

If you haven't already, please use the link below to provide your availability so we can arrange your session:

**[Insert Doodle Poll link]**

If you have any questions or need assistance, feel free to contact us at [OneLab@cdc.gov](mailto:OneLab@cdc.gov).

Thank you again for your valuable contribution to improving OneLab!

Best regards,

CDC OneLab