Dear Participants,

**We would like to invite you to participate in an important virtual focus group to help us gain a better understanding of [TOPIC].**

Important notes:

* The session will take place on **Date/Time** and will take no more than **[LENGTH]** of your time
* **Visit [Participant link] to join the session**. We encourage you to join 5- 10 minutes before the session begins to see the instructional overview.

**How do I give my feedback?**

*Answer questions* – During the session, you will answer two types of questions:

1. Polls: Scroll through the available options, click the response you prefer and click submit (see Appendix A, attached PDF)

2. Open-ended questions: Type your response in the text box and click submit (see Appendix B, attached PDF)

*Vote on others’ answers* – After responding to open-ended questions, you will have the opportunity to vote on others’ responses. You can vote as many times as you would like until the timer expires. The voting feature helps us identify trends (popularity) and agreement (consensus) in participant responses.

**What are some tips for using the Remesh virtual Focus group?**

* All responses in the Remesh session are **anonymous**.
* Use Google Chrome as your browser if possible. If you are unable to use Google Chrome, use Firefox, Safari, or Edge.

* **Join 5-10 minutes before the session begins** to review the instructional overview.

* **Turn on your computer speakers**: An audio notification will signal when the moderator asks a new question.

* A **timer will show the amount of time remaining** per question. Be sure to submit your response, even if it is incomplete, before the timer expires.

* **Try not to multi-task!** Remesh is a live, streaming conversation, which means you won’t be able to revisit previous questions. Be sure to **stay in the Remesh tool** to have the opportunity to provide your feedback on all the questions.

Thank you in advance for your time and we look forward to hearing your thoughts in the session!

