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. Multiple Choice Polls: Scroll through the available options, click the response you prefer and click submit
2. Open-ended questions [Opinion & Experience]:
	1. Opinion Questions:
		1. Type your response in the text box and click submit.
		2. After submitting your response, 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 the group’s agreement in participant responses.
	2. Experience Questions:
		1. Type your response in the text box and choose from a list of categories to bucket your response. There is no voting activity on Experience questions

**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 the latest versions of Firefox, Safari, or Edge.

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

* A **timer will show the amount of time remaining** per question. Be sure to submit your response before the timer expires.

* **Do not 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!

**How to be a Participant on Remesh (Instructions on the following page)**

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