# First Confirmation Invitation

**Subject:** You are Invited to a New Kind of Focus Group

Dear **Employees**

We would like to invite you to participate in an important **virtual** focus group called Remesh to help us gain a better understanding of **[TOPIC]**. The Remesh session will take place promptly on **[Date/Time]** and will take no more than **[LENGTH]** of your time. You will find the participation link in the calendar invitation. We ask that you **join 10 minutes early** to ensure you are ready to go.

We value your honest opinions. The more information you can provide, the more we can learn from you and put your opinions into action. Please, do not be shy in speaking your mind on the topic, and please be robust and thoughtful in your responses. **Your opinions are anonymous!** To learn more about the participant experience please review this video prior to our live session:[**Remesh - How to be a Participant**](https://vimeo.com/523792696/b32e4ef912)

**Next Steps:**

* Please respond tothe calendar invitation toconfirmyour availability.
* 24 hours before the focus group, you will receive a reminder about the conversation.

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

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# 24 Hour Reminder

**Subject:** Reminder: 24 Hours Until Your Remesh Conversation

Hello **[Name/Participant]**,

Thank you for agreeing to participate in the Remesh virtual focus group! The session will take place on Tomorrow, **Date** from **Start Time to End Time ET** and will last approximately **X minutes**. You can find the link to the Remesh session in your calendar invitation.

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

* 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.
* We ask that you **join 10 minutes before** the session begins to review the instructional overview and respond to the onboarding poll questions.
* Please review this [**video**](https://vimeo.com/472287937/fa0e61d18b) to learn more about the Remesh Experience

* Try not to multitask! 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 participation. Your feedback is very important to us.

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Other Items You May Want To Include In Messaging To Your Participants:

* Please be respectful when answering the moderator, and refrain from using profanity, vulgar, or crude language, racist, sexist, or prejudice remarks.
* No Microphone or Video will be needed. This is a live event.
* The concepts, materials, and information shown or discussed during the research study in which you may participate are confidential, and you must agree that you will not disclose or discuss anything you see and hear during the research with any third party.
* You may not identify the client, the nature of the product or information, or refer to any materials or anything you see and hear during the research study to anyone in any manner, including verbally, in writing (including text messages and email), by posting on Twitter, Facebook, reddit or any other social media, web posting, internet blog, or other Internet comment board.

