

## **APPENDIX R: SMALL GROUP DISCUSSION EMAIL REMINDER**

### *EMAIL*

Dear [NAME OF PARTICIPANT],

Thank you for agreeing to participate in a research study being conducted by RTI, a research company in North Carolina.

The small group interview will happen at [TIME] on [DATE] at [NAME AND ADDRESS OF FACILITY]. It will last up to 2 hours. If you arrive more than 30 minutes late, you will not be able to participate. Enclosed are directions to the group, and a contact name and telephone number.

Please arrive on time so that we can sign you in. To thank you for your time and effort, you will be given \$50 at the end of the focus group.

If you can't make it to the group, please call [PHONE NUMBER] to let us know. You can call anytime. If we are not here, please leave a message.

Thank you again,

*PHONE CALL*

“Hi, is \_\_\_\_\_ available? [IF NO] Do you know when the best time to reach him/her? I will try back then. Thank you.

[IF YES] Hi again. I am calling from RTI International to remind you about the small group you agreed to take part in for our text messaging research study.

The group will happen at [TIME] on [DATE] at [NAME AND ADDRESS OF FACILITY. PROVIDE DIRECTIONS AS NEEDED]. It will last up to 2 hours. If you arrive more than 30 minutes late, you will not be able to participate.

Please arrive on time so that we can sign you in. To thank you for your time and effort, you will be given \$50 at the end of the focus group.

If you can't make it to the group, please call [PHONE NUMBER] to let us know. You can call anytime. If we are not here, please leave a message.”

Thank you again,