**IDI Quick Reference Guide**

1. **Introduction ​**
   1. Welcome and introduce yourself​
   2. Explain the research purpose and objectives​
   3. Ensure confidentiality and anonymity​
   4. Obtain informed consent, including consent to be recorded
2. **Warm-up and Icebreaker​**
   1. Use a gentle, open-ended question to establish rapport​
   2. Encourage participant to share their thoughts and experiences
3. **Main Interview​**
   1. Follow the interview guide​
   2. Use open-ended questions, probing for more information​
   3. Listen actively, take notes, and clarify responses​
   4. Adapt to the conversation, exploring unexpected topics
4. **Wrap-Up and Closing​**
   1. Thank the participant for their time and insights​
   2. Provide an opportunity for final comments or questions​
   3. Explain next steps and any follow-up procedures
5. **Post-Interview Procedures​**
   1. Record and transcribe the interview​
   2. Review and verify transcription accuracy