*This document outlines the script for preliminary interviews with local otologists and the request for the Society members’ email addresses. V-1 27-Oct-2016*

**Script for Preliminary Interviews with Local Otologists**

“Hello, my name is Arushri Swarup and I am working with Dr. Adrian James from SickKids to develop instruments to facilitate endoscopic ear surgery. I was wondering if you would be able to comment on your experience of TEES , its advantages and disadvantages and limitations of currently available instrumentation. I would like to use your comments, which will remain anonymous, to formulate a questionnaire that will be sent out to ear surgeons globally to understand the needs of TEES. You do not have participate in this interview and your comments will remain anonymous. Even if you consent to participate you have the right to not answer individual questions or to withdraw from the study at any time. Your participation or nonparticipation in this interview will be unknown and will not affect your professional status and/or integrity in any way.”

**Letter to Medical Society**

“Dear <Insert Name of Society Communication Chair>,

We would like to request permission to obtain the email addresses of members of <Insert Name of Society>. We would like invite them to participate in a research study to understand how to facilitate the use of totally endoscopic ear surgery. We would like to email members a survey that would take about **5 minutes** to complete. Members’ participation or nonparticipation in this survey will be unknown and will not affect their professional status and/or integrity in any way.

If you reply to this email with the members’ email addresses, it is implied that you consent for us to email the members of <Insert Name of Society>.

For questions regarding the research, please contact:

Arushri Swarup, MASc. Candidate, Institute for Biomaterials and Biomedical Engineering, University of Toronto, email: arushri.swarup@sickkids.ca

Principal Investigator: Dr. Adrian James, Paediatric Otorhinolaryngologist, SickKids Hospital, adrian.james@sickkids.ca

Thank you

Sincerely,

Dr. Adrian James”