**Appendix D: Letter to Medical Society**

*This appendix outlines the request for the Society members’ email addresses. V-1 27-Oct-2016*

“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 increase the use of totally endoscopic ear surgery. We would like to email members a survey that would take about **5 minutes** to complete. The members do not have to participate in the study and the survey results will be anonymous.

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”