# Confirming a research session email template

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| Send this email after a participant has expressed interest in taking part. This confirms the session date and time. This template contains sample wording and guidance on what to include. Check and update any [text in square brackets].  Remember to attach the participant information sheet to the email and include a link to the consent form.  [Browse our collection of user research templates and guides](https://github.com/essexcountycouncil/ur.templates-and-guides)  [Give your feedback](https://forms.office.com/r/kCKSzv91SP) and help us improve this template. |

## Email template

**Subject line:** Confirmation: Your participation in our research study

Dear [first name],

Thank you for agreeing to take part in research at Essex County Council.

We would like to invite you to the following session:

**Date:** [Monday, 4 March 2021]

**Time:** [6.30pm to 7.30pm]

**Place:** [Physical location or link to online session]

[Describe the session. For example, the session will involve a mix of activities. We’ll start with an informal interview. Then we'll do an online activity where you'll get to organise some of our online content. During the session, we may ask you about your experience organising the content. You do not need to do anything to prepare for the session.]

[Describe the tools used to conduct the session. For example, we will be using Microsoft Teams for this session. You do not need to have this software installed beforehand. Let us know as soon as possible if you would like to arrange a practice call.]

If you would like to take part, you will need to:

* read the information sheet attached to this email
* fill in the <consent form> [link to the consent form]

You are free to change your mind about your participation at any time. You do not need to explain why.

About the session:

* an observer will be present to watch and take notes
* if you consent, we will record the meeting – we will only use the recording to decide how to improve our service and website and will not use your name for any purpose beyond the session
* you are free to change your mind about taking part at any time without explaining why
* to thank you we will send you [incentive type and amount] in return for your participation

We look forward to meeting you soon.