**Screening Session Scheduling Emails**

**Email to:** [riskstudy@lists.wisc.edu](mailto:riskstudy@lists.wisc.edu)   
**Subject:** RISK [Insert Appropriate Session (Screen Scheduled]

Hello,  
  
I am sending this email to notify you that [SubID] has been scheduled to complete a screening session in the Psychology Research and Training Clinic on [Insert Date and Time]. The interview will be run by [Insert Name of RA].

Please contact the RISK study coordinator, Candace Johnson-Hurwitz, via email or telephone (608-262-1362) if you have any questions or concerns about this scheduled appointment.

Thanks,

[Insert Name]

**If sent by Study Coordinator:**  
  
Hello,  
  
I am sending this email to notify you that [SubID] has been scheduled to complete a [Insert Interview Type] session in the Psychology Research and Training Clinic on [Insert Date and Time]. The interview will be run by me.

Please contact me via email or telephone if you have any questions or concerns about this scheduled appointment.

Thanks,

Candace -Be sure to Insert Signature

**Intake, FUs 1,2, & 3 Scheduling Emails**

Hello,  
  
I am sending this email to notify you that [SubID] has been scheduled to complete a [Insert appropriate session: Intake, Follow-up #1, #2, or #3] in the Psychology Research and Training Clinic on [Insert Date and Time]. The interview will be run by [Insert Name of RA-likely will be Candace].

The MET session is scheduled from \_\_\_\_\_\_ to \_\_\_\_\_\_ and will be run by \_\_\_\_\_\_\_\_\_\_ if requested by the participant.

Please contact the RISK study coordinator, Candace Johnson-Hurwitz, via email or telephone (608-262-1362) if you have any questions or concerns about this scheduled appointment.

Thanks,

[Insert Name]

Hello,  
  
I am sending this email to notify you that [Sub\_ID] has been scheduled to complete a [Insert Interview Type] session in the Psychology Research and Training Clinic on [Insert Date and Time]. The interview will be run by me.

The MET session is scheduled from \_\_\_\_\_\_ to \_\_\_\_\_\_ and will be run by \_\_\_\_\_\_\_\_\_\_ if requested by participant.

Please contact me via email or telephone if you have any questions or concerns about this scheduled appointment.

Thanks,

Candace -Be sure to Insert Signature