

Guidelines for Focus Group Attendees

Dear [Attendee's Name],

Thank you for agreeing to participate in our upcoming focus group. Your insights are valuable to us. To ensure a productive session, please review the following guidelines:

1. Be Respectful

Listen actively to others and respect their opinions, even if they differ from your own.

2. Be Honest

We encourage you to share your true thoughts and feelings. There are no right or wrong answers.

3. Stay On Topic

Please stick to the discussion topics to ensure that we cover all necessary areas.

4. Maintain Confidentiality

What is discussed in the group should remain confidential to respect everyone's privacy.

5. Engage Fully

Your participation is key to the success of the focus group, so please contribute actively.

We look forward to hearing your insights! If you have any questions, feel free to reach out.

Sincerely,
[Your Name]
[Your Title]
[Your Organization]