**Introduction**

Good Morning/Afternoon/Evening. My name is \_\_\_\_\_\_\_\_\_\_\_\_ and I’ll be your moderator today for this very important discussion on [insert topic]. My role is to direct the content and flow of our talk and to make sure that we cover the main topics.

[If an assistant is present, introduce him/her]

I would like to introduce \_\_\_\_\_\_\_\_\_\_ who will be observing and assisting in this discussion.

[If a transcriber or note taker is present, introduce him/her]

I would like to introduce \_\_\_\_\_\_\_\_\_\_ who will be taking notes during this discussion.

**Objectives and Agenda**

Currently the [insert group who is engaging study] is conducting a study to explore [insert target group] attitude towards:

1. [Insert topics of the focus group & study]

The study will be conducted in [insert details of study].

**Ground Rules**

If you haven’t already done so, please read through the consent letter. Print your name and age at the top of the consent document and then sign your name at the end if you agree to participate. If you do not wish to take part in this group, you are free to leave now. Please also fill out the short questionnaire you have in front of you.

Before we begin I would like to go over a few basic ground rules for our discussion.

* This session is being audiotaped. This allows me, as the moderator, to focus on you, instead of trying to jot down specific details about the discussion. Please speak in a voice as loud as mine, so the microphone can pick it up.
* My team will write a report using the tapes. Our report will not mention any of your names. By assuring your anonymity, I hope that you will speak openly and honestly about today’s topic.
* We want you to share your opinions with the group, but please don’t have side conversations while other participants are speaking.
* And remember, there aren’t any right or wrong answers, so you can give both positive and negative viewpoints.

**Self Introductions**

I would like to quickly go around the group and give each person a moment to introduce him or herself…We will go by first names only.

# [Question Topic 1]

Questions go here.

**[Question Topic 2]**

Questions go here.

**[Question Topic 3]**

Questions go here.

Those are all my questions. Thank you for your participation. Your feedback is very   
valuable to us.