

[EMAIL TITLE]: First responder interview, University of Melbourne research

[EMAIL BODY]:

Hello

I am a student at the University of Melbourne where I'm studying a Master of Information Technology majoring in Human Computer Interaction. This semester I am undertaking a project in collaboration with Telstra to support first responders. As part of this I would really like to understand the perspectives of first responders. I am hoping to interview you or some of your colleagues, particularly those who have experience driving emergency vehicles.

The interviews would comprise 10 questions and should take less than half an hour. I can do the interviews in person or online depending on your availability.

I look forward to hearing from you.

Thank you so much,

[YOUR NAME]

[YOUR PHONE NUMBER]

[YOUR EMAIL ADDRESS]

Thanks for getting back to me [NAME]. I'm aiming to understand emergency responders' point of view in action. I am hoping to ask you a couple of questions around how you perform in high stress situations and what you think is missing that could help.

The interview will be done via Zoom and I'll be recording (your voice only) for documentation purposes. I'll be using your responses to design and develop a system that can assist you in your job.

I plan to reach out to all respondents after the design phase to get feedback and ensure it meets requirements identified during the interview phase. this part is optional but your feedback would be highly appreciated.

I've attached the plain language statement for your reference. If the research is okay with you could you please let me know when would be the best time to do the interview? also please send me your email address so I can send Zoom calendar invite.

Looking forward to hear from you.

Cheers,
[YOUR NAME]

[YOUR PHONE NUMBER]
[YOUR EMAIL ADDRESS]