

- Audio recorders
  - Zoom has a feature to audio-record your interviews/FGs if doing so online
  - If using a physical audio-recorder, try testing it to make sure it captures sound properly and the volume settings are good
  - If in-person focus groups, you may have a couple audio recorders placed at different places in the room
  - Regardless of which was you choose and how you choose to record, this should be listed in your ethics application
- Name tags/tents
  - If doing FGs, using name tags/tents can help with remembering names and calling on people

- **Seat/table placement**
  - If doing FGs, make sure people can see each other.
- **Snacks and refreshments**
  - If possible, try to provide snacks and/or refreshments, especially for longer interviews or FGs.
  - Things like this also acts as a good incentive to participate.