Dear XX,

Thank you for registering for our forthcoming training event *Working with large amounts of secondary qualitative data: expanding your analytic skill set* on [Day] [Date]. We look forward to seeing you in [Month].

In preparation for the course we would like to invite you to complete three short, but important, preparatory tasks. Completing these actions will make sure we get the most out of the day.

<u>Actions required</u>

1. Getting to know you. We have a short survey for you to complete – this will give us an insight into your learning aims and background ahead of the course. Please complete the survey (5-10mins) here: https://www.surveymonkey.co.uk/r/8D36FXP

2. The Timescapes Archive. We will be using data sets housed in the Timescapes Archive, a satellite of the UK Data Archive. Access to the archive (as username and password) will be provided on the day but it would be helpful if you could familiarise yourself with the aims of the Timescapes study ahead of the workshop. http://www.timescapes.leeds.ac.uk/

3. Big Qual Methods. At the workshop, you will gain hands on experience of our new cutting-edge method for analysing large volumes of archived qualitative data. To gain some orientation in these methods, please listen to our podcast 'Digging deep! The archaeological metaphor helping researchers get into Big Qual' (11 mins) via https://www.ncrm.ac.uk/resources/podcasts/

Finally, please note this course is fully booked, with an extensive waiting list. If you are unable to attend for any reason, please cancel your booking as soon as possible, so we can ensure others benefit from a place.

Best wishes,

Sarah