When should the toolkit be used?

We've put together this communication plan, to help you to schedule when to send out your updates. The blue crosses represent time-specific assets and shouldn't be shared at any other time. All other assets can be shared when you feel appropriate, and we advise engaging with your participant at least every 3 months.

Key

- X Time-specific, can't be shared at any other time than shown here.
- X Flexible, share when you feel best.

	Time point								
	First study activity	Last individual study activity	Last participant recruited into study	3 months post last active study visit for 1st participant	6 months	9 months	1 year	Ongoing 3 month intervals until publication	Publication
Notecard	X								
Last active visit template		X							
End of recruitment template			X						
Short updates template				X	X	X		X	
Newsletter							X		X
Podcast/ online updates				X	X	X		X	
Lay summary									X