

Attachment C: Invitation and Reminder Emails

--Invitation email--

{DATE}, 2021

Dear Dr. {LAST NAME},

You have been selected to participate in the special workshop to help us identify potential improvements for surveys conducted by the National Science Foundation. The workshop will be held in a virtual format using Zoom software. It will take about 90 minutes. As a token of appreciation, we will provide a \$50 electronic Amazon gift card.

The workshop is scheduled for: {DATE, TIME}

Please find attached a digital copy of the consent form. To agree to participate, please type your name into the form and email back to us within three days.

Once we receive it, we will send you a Zoom meeting invitation.

Thank you in advance for your contribution in improving future NSF surveys.

Sincerely,
Chris Antoun
Assistant Research Professor, University of Maryland

--Reminder email--

{DATE}, 2021

Dear Dr. {LAST NAME},

This is to remind about the NSF workshop tomorrow from {STARTING TIME} - {ENDING TIME}. We are counting on your participation.

The Zoom link is: {ZOOM LINK}

Upon completion of the workshop, we will provide you will a \$50 electronic Amazon gift card.

Thank you.

Sincerely,
Chris Antoun
Assistant Research Professor, University of Maryland