

**MIST Usability Interview Recruitment Script  
Summer 2014  
Confirmation Email**

RE: National Science Foundation MIST Survey

Dear <Name>,

This email serves as confirmation of the time (and location) for our interview to discuss the National Science Foundation's (NSF) study of microbusinesses.

*In-person:*

Interview Date and Time: <DATE>, 2014 <TIME> a.m. /p.m.  
Location: <NPO, address, city, state zip>  
Phone Number: <Microbusiness telephone number>

*Telephone:*

Interview Date and Time: <DATE>, 2014 <TIME> a.m. /p.m.  
Toll-Free Number: <Number and Passcode>

*[If we are traveling for the interview include:]* Two members of the Westat project team and a representative from NSF will be traveling to your office to conduct this interview. If you need to reschedule, please contact <Recruiter's name> by telephone <insert number> or by e-mail <insert email address> soon as possible.

*[If we are conducting this interview over a conference line include:]* Our team will call you on the toll-free conference line at the time listed above. Also, I am attaching an informed consent form that each person who participates in the interview should read. At the beginning of the interview, we will review the form and ask for your verbal consent. If for any reason you need to reschedule the interview, please contact <Recruiter's name> by telephone at <number> or by e-mail <insert email address> as soon as possible.

Below are the instructions for the telephone call and for logging into WebEx.

Meeting Number: 111 111 111

-----  
To join this meeting (Now from mobile devices!)  
-----

1. Go to [https://westat.webex.com/westat/j.php?MTID=\\*\\*\\*](https://westat.webex.com/westat/j.php?MTID=***)
2. If requested, enter your full name and email address.
3. If a password is required, enter the meeting password: \*\*\*
4. Click "Join".
5. Follow the instructions that appear on your screen.

<http://www.webex.com>

IMPORTANT NOTICE: This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings. If you do not consent to the recording, discuss your concerns with the meeting host prior to the start of the recording or do not join the session. Please note that any such recordings may be subject to discovery in the event of litigation.

Thank you for your time and we look forward to [meeting/speaking with] you.

<Name of interviewer>

NSF Microbusiness Innovation Science & Technology Survey Project Team

Westat

<Work telephone number>