

OMB control number:
Expiration date

APPENDIX 4 – Focus Group Confirmation

Dear [Name]:

Thank you for agreeing to participate in the upcoming focus group about issues that affect the participation of women business owners, like yourself, in corporate supplier diversity programs. NewPoint Strategies is conducting the focus group on behalf of the National Women’s Business Council, an advisory group to the President, Congress, and the U.S. Small Business Administration.

You are registered for the following session:

Date: [Date of session]
Time: [Start time–End time]
Location: [Building]
[Room number]
[Street address]
[City, state, zip code]

Your participation in the focus group is completely voluntary and will take two hours of your time; you will receive a \$40 incentive if you remain for the entire discussion. Please note that we cannot accommodate late arrivals or children.

Directions to the focus group location are attached. We will contact you a day or two before the session as a reminder. If you have any questions or cannot participate in the focus group for any reason, please contact me at [phone number].

We appreciate your agreement to participate in this group, and we are eager to hear from you about your experiences. **If you have any questions or cannot attend the meeting for any reason, please call us at [phone number] as soon as possible.**

We look forward to seeing you on [date]!

Sincerely,

[NewPoint Administrative Assistant]

This study has been reviewed and approved by the federal Office of Management and Budget (OMB); without OMB’s approval, the session could not be conducted.

Data collected on behalf of the National Women's Business Council under contract number SBAHQ-14-M-0124.