

OMB control number:
Expiration date:

APPENDIX 10 – Confirmation of Interview

Dear [Name]:

Thank you for agreeing to participate in a telephone interview about your company's supplier diversity programs. The interview is being conducted as part of a research study on women's participation in the corporate market sponsored by the National Women's Business Council (NWBC), an advisory group to the President, Congress, and the U.S. Small Business Administration. NewPoint Strategies, LLC is conducting the interview on behalf of the NWBC.

Your interview is scheduled as follows:

Date: [Date of interview]

Time: [Start time–End time]

Name of Interviewer:

[Interviewer name] will call you at [respondent telephone number] at the appointed time.

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

We look forward to speaking with you on [date]!

Sincerely,

[NewPoint Administrative Assistant]

NOTE:

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