

## Appendix C-9 Cluster Administrator Interview Invitation

Dear Cluster Administrator,

Optimal will be conducting individual conference calls with each cluster administrator to discuss the content of each cluster's fourth quarter report (covering July 1 to September 30, 20XX) and the cluster's overall progress, successes, challenges, and lessons learned during the [n<sup>th</sup>] year of the Regional Innovation Clusters initiative. We will send the questions that will guide the conference call as well as the interview consent form a few days prior to each scheduled call.

The calls will be held between [insert date] and [insert date] and are expected to last a maximum of one and a half hours. Below are the available time slots for the calls:

| Date          | Time (EST)    |
|---------------|---------------|
| [insert date] | [insert time] |
|               | [insert time] |
|               | [insert time] |
|               | [insert time] |
| [insert date] | [insert time] |
|               | [insert time] |
|               | [insert time] |
|               | [insert time] |

Please send us your **two** preferred time slots in the order of your preference. If we cannot accommodate your most preferred time slot, we will automatically use your second time slot. In the event that both of the time slots you requested are already assigned, we will provide you with a list of the remaining available time slots.

Thank you for your assistance in scheduling these calls. We look forward to hearing from you.

Best regards,