

### APPENDIX 3 – Focus Group Confirmation

OMB Approval No. 3245-\_\_\_\_

Expiration Date: \_\_\_\_\_

Dear [Name]:

Thank you for agreeing to participate in the upcoming focus group about the motivations, challenges, and issues that affect millennials considering entrepreneurship or currently pursuing entrepreneurship. Premier Quantitative Consulting, Inc. is conducting the focus group on behalf of the National Women’s Business Council (NWBC) under contract number SBAHQ-16-M-0127. NWBC is an advisory group to the President, Congress, and the U.S. Small Business Administration.

**You are confirmed 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 approximately an hour and a half of your time. You will receive a \$25 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 us at [Phone Number].

We appreciate your agreement to participate in this group and are eager to hear your insights and 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]!

Best,

*Note: This study has been reviewed and approved by the Office of Management and Budget (OMB) under Control Number 3245-XXX. Without OMB’s approval, the focus group could not be legally conducted.*