

## Accompanying Email to Pre-FOCI Conference Questionnaire

Dear Mr./Mrs./Ms. (Name),

Please save [date TBD] 2020 for this year's annual FOCI Conference, to be held at the Patent and Trademark Office in Alexandria, VA from 0800-1630 hrs. EDT. This year's FOCI Conference promises to be an opportunity to enhance our industry-government partnership. In order to best meet the needs of industry, we would like to include you in planning this year's event, and gauge your interest in a few proposed topics and the opportunity to participate virtually via web streaming. We ask that you please fill out the attached questionnaire and return it to [dss.quantico.dss.mbx.foci-conference@mail.mil](mailto:dss.quantico.dss.mbx.foci-conference@mail.mil) by [suspense TBD]. You can expect conference registration information to follow soon. We look forward to hearing from you!

Sincerely,  
[DCSA Official TBD]