

## Attachment D: Confirmation email for user interviews

Subject: Instructions for Your NCSES Research Session

Dear <NAME>,

On behalf of the National Center for Science and Engineering Statistics (NCSES) at the National Science Foundation (NSF), thank you again for participating in our research about your online needs related to science and engineering data and information.

The date and time you selected for your session are: <DATE, TIME>

If this is incorrect or if you need to change your slot, please let me know.

A few reminders and notes:

1. Our session does require that you can participate from a desktop or laptop computer, that you have access to the internet, and that your computer has a camera. (If you don't have the ability to meet these requirements, please let me know.)
2. Our session also requires that you download a software application from [Zoom](#). You can [download the application here](#). You can also read more [information about getting started with Zoom](#). Please complete the download before the day of your test. Let me know if you have any difficulties.
3. Five minutes before our scheduled time, please log onto Zoom. You can use your computer's audio and microphone (preferred) or dial in by phone for audio. Instructions for joining are in the calendar invitation and posted here below for your convenience.

[Calendar invitation information]

Please let me know if you have any questions.

Thanks,  
[Name]