

Appendix

**Original Email to Potential Respondents:  
Individuals Who Attended the 2020 ED Games Expo**

Subject Line: Feedback Survey – ED Games Expo

Dear Attendee at the 2020 ED Games Expo,

Thank you for attending the 7<sup>th</sup> Annual ED Games Expo, which occurred at the John F. Kennedy Center on January 9, 2020.

I am emailing with a request for you to complete a five-question survey to understand the experience you had attending the Expo. Your participation is voluntary and all responses are anonymous.

You can access the survey at: <https://surveys.ies.ed.gov/?id=155>

Please enter **ED\_Expo** for the password.

Please note that the survey link will be active for 3 weeks from today's date.

Thank you in advance for your participation,

Sincerely,

Edward Metz  
Program Manager  
ED/IES SBIR Program

**Follow-up Email to Potential Respondents:  
Individuals Who Attended the 2020 ED Games Expo**

Subject Line: Feedback Survey – ED Games Expo

Dear Attendee at the 2020 ED Games Expo,

Thank you for attending the 7<sup>th</sup> Annual ED Games Expo, which occurred at the John F. Kennedy Center on January 9, 2020.

If you have not yet completed the survey, I am emailing with a request for you to complete a five-question survey to understand the experience you had attending the Expo. Your participation is voluntary and all responses are anonymous. If you have already completed this survey – thank you!

You can access the survey at: <https://surveys.ies.ed.gov/?id=155>

Please enter **ED\_Expo** for the password.

Please note that the survey link will be active for 1 week from today's date.

Thank you in advance for your participation,

Sincerely,

Edward Metz  
Program Manager  
ED/IES SBIR Program

**Disclaimer at the bottom of all e-mails:**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1880-0542. Public reporting burden for this collection of information is estimated to average 5 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary. If you have comments or concerns regarding the status of your individual submission of this survey, please contact Phill Gagné directly at, U.S. Department of Education, Institute of Education Sciences, 400 Maryland Ave., SW, PCP-4122, Washington, DC 20202. [Note: Please do not return the completed survey to this address.]