

Appendix

**Original Email to Potential Respondents:
Participants at the ED Games Expo Office Hours**

Subject Line: Feedback Survey – Office Hours ED Games Expo

Dear Colleague,

Thank you for attending the Office Hours at the ED Games Expo at the John F. Kennedy Center on January 10, 2020.

I am emailing with a request for you to complete a six question survey in order for understanding your experience and for making improvements to the Office Hours in the future. Your participation is voluntary and all responses are anonymous.

You can access the survey at: <https://surveys.ies.ed.gov/?id=156>

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:
Participants at the ED Games Expo Office Hours**

Subject Line: Follow Up: Feedback Survey – Office Hours ED Games Expo

Dear Colleague,

Thank you for attending the Office Hours at the ED Games Expo at the John F. Kennedy Center on January 10, 2020.

If you have not yet completed the survey, I am emailing with a request for you to complete a six question survey in order for understanding your experience and for making improvements to the Office Hours in the future. Your participation is voluntary and all responses are anonymous. If you have already completed the survey, thank you!

You can access the survey at: <https://surveys.ies.ed.gov/?id=156>

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.]