These are sample questions and may be adjusted slightly.

**Format for Annual Meeting**

Dear Grant Team Member,

We would like to host the [final CCDBG annual meeting/name of meeting] in [March 2023/meeting date). We would like to know if you would prefer a hybrid meeting (with an in-person component and a virtual component) or a virtual meeting (everyone meeting virtually). Our planning for the meeting will be different depending on the format.

**Survey Questions**

**Interest in Attending In-Person Meeting in D. C. in [March 2023/Month Year]**

1. **How would you like to attend the [final CCDBG annual meeting/name of meeting]?** (Note, this is an indication of preferences, not a binding commitment on whether you will attend in-person or virtually).

* I would prefer to attend in-person if conditions are right. (Questions regarding conditions follow, below.)
* I support a hybrid meeting, but because of my own circumstances, I am unlikely to attend in-person in [March 2023/month year]. I would likely participate virtually.
* I would prefer to participate virtually and would prefer a completely virtual option

**Conditions that Would Make You Feel Comfortable and Interested to Attend In-Person**

*We are interested in understanding what conditions would make you feel comfortable and interested in traveling to DC for an in-person meeting option. Please tell us about how your in-person participation is related to the expected in-person participation of other participants.*

1. **To what extent will your in-person participation depend on whether CCDBG members from other teams are attending in-person?**

* My in-person attendance is not dependent on the in-person attendance from people.
* I will only plan to attend in-person if at least half of the participants are likely to attend in-person.
* NA, I plan to participate virtually

1. **Please mark all conditions that you would like to see present to make you feel comfortable and interested in attending an in-person meeting in Washington, DC.** Note that these requirements would only apply to our meeting attendees, and the requirements of the building we are in may be different.

* Wearing masks is required of all meeting attendees at all times
* Wearing masks is required in the meeting space, but may not be required in common spaces
* Everyone attending the meeting must show proof of vaccination
* Everyone attending the meeting must submit a negative test prior to coming to the meeting.
* There is enough meeting space to allow for social distancing
* COVID community levels in DC must be in the low to moderate range, according to the CDC
* Other [open response]
* NA, I plan to participate virtually

1. **Please mark meeting requirements that would cause you NOT to be interested in attending the meeting in person. Leave blank if none apply.**

* I have to wear a mask
* I have to demonstrate proof of vaccination
* I have to submit a negative COVID test
* Other [open response]
* NA, I plan to participate virtually

1. **Whether we meet in a hybrid meeting or a virtual meeting, we will have limited time to meet and so must prioritize certain activities. How much priority and time would you place on each of the following activities:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | High priority  (1 hour or more) | Medium priority  (1/2 hour to 1 hour) | Low priority  (< ½ hour) |
| Hearing from experts |  |  |  |
| Full group discussions |  |  |  |
| Small group discussions |  |  |  |
| Meeting with federal staff |  |  |  |
| Networking with other participants |  |  |  |
| Sharing and discussing findings from all the projects (mine and others) |  |  |  |
| Meeting with my own project team members |  |  |  |

1. **What else would you like to share that will help us make decisions about the [CCDBG annual meeting/name of meeting]**? [open response]

**Survey End: Thank you for sharing your perspectives. We will keep them in mind as we plan for the [CCDBG final annual meeting/name of meeting] in [March 2023/month, year].**