

RIC OMB ICR – Appendix D-6 Cluster Administrator Interview Invitation

Cluster Administrator Interview Invitation

Dear [Cluster Administrator name],

We will be conducting individual conference calls with each cluster administrator to discuss the content of each cluster’s progress reports and the cluster's successes, challenges, and lessons learned during the Regional Innovation Clusters initiative. We will send the questions that will guide the conference call a few days prior to each scheduled call.

The call will be held between [insert date] and [insert date] and is expected to last a maximum of 60 minutes. Below are the available time slots for the calls:

Date	Time (EST)
[insert date]	[insert time]
	[insert time]
	[insert time]
	[insert time]
[insert date]	[insert time]
	[insert time]
	[insert time]
	[insert time]
[insert date]	[insert time]
	[insert time]
	[insert time]
	[insert time]

Please send us your **two** preferred time slots in the order of your preference. If we cannot accommodate your preferred time slots, we will automatically use your second time slot. If both time slots you requested are already assigned, we will provide you with a list of the remaining available time slots.

Thank you for your assistance in scheduling these calls. We look forward to hearing from you.

Best regards,

Oswaldo Urdapilleta
Project Director
Optimal Solutions Group, LLC