

## EMAIL TO ADVISORY COMMITTEE MEMBERS

SUBJECT: Your Virtual Advisory Committee Meeting Experience

Dear (first name, last name):

Thank you for your service to the National Institutes of Health (NIH) as an advisory committee member. We truly appreciate your expertise and guidance on major issues and policies affecting the NIH.

To help us understand the impact of virtual meetings on the work of Federal advisory committees, we would like to hear your opinion about the quality of those meetings. Your feedback will be used to inform *Future of Work* activities and make recommendations to NIH leadership on the format and structure of future NIH committee meetings. We would greatly appreciate your willingness to help with this effort.

Your participation is voluntary, and your answers will be kept private under the Privacy Act. The survey should take about 5 minutes to complete. If possible, please complete the survey by Monday, May X, 2022.

Please click <HERE> to take the survey. If the link is not clickable, you may copy and paste the URL below into your Internet browser window:

<https://feedback2.csr.nih.gov/mrIWeb/mrIWeb.dll?l.Project=AC&ID=XX>

If you have any questions or concerns, please feel free to contact Tracy Waldeck at [tracy.waldeck@nih.gov](mailto:tracy.waldeck@nih.gov).

If you have any technical issues with the survey, please contact Hope Cummings at [hope.cummings@nih.gov](mailto:hope.cummings@nih.gov).

Thank you in advance for your participation and for your commitment to the NIH.

Sincerely,

Claire Harris and Tracy Waldeck

*Future of Work* FACA Subgroup 3, Co-chairs

National Institutes of Health