

Email reminder #1 to be sent to recruited panelists (sent by NORC)

Email subject: You're in! Upcoming focus group confirmation (worth \$75!)

Email body:

Hello [FIRSTNAME],

Thank you for your interest in participating in a one-hour focus group!

Your focus group has been scheduled for [DATE] at [TIME], your local time.

When you complete the focus group, you will earn 75,000 AmeriPoints (worth \$75!).

The focus group will be conducted through MS Teams. Please make sure you have internet access from a computer and are in a quiet place to talk during your scheduled time. You will need to have your camera on throughout the discussion and be able to interact with the other group members.

Within a few hours of your scheduled session, you will receive an email with the information you will need to join a Microsoft Teams meeting. There will be a link to click to enter the Meeting. You will also be speaking to the group through Teams. Microsoft Teams can be accessed in a web browser. There is a desktop version, but for the purposes of this session you do not need to download anything. At the time of the meeting, simply click the link to join.

Before your focus group time, please review the consent document. In order to participate, you must read these before your focus group on [DATE] at [TIME].

[Link to Informed Consent](#)

Only a few people have been selected to participate in these focus groups. If something comes up and you will not be able to talk with ICF at the scheduled time, please contact them directly at matt.mcdonough@icf.com or 301-572-0442 so they can reschedule your interview or allow someone else to participate.

Sincerely,

The AmeriSpeak Support Team

Email reminder #2 to be sent to recruited panelists (sent by NORC)

Email subject: Get ready to call in to today's focus group with ICF!

Email body:

Hello [FIRSTNAME],

Thanks again for your interest in participating in this exclusive opportunity for AmeriSpeak panelists. As a reminder, your focus group is TODAY at:

[TIME], your local time.

Please be sure to join Microsoft Teams to participate in your session at that time, using the following link:

[Teams Link]

Please make sure you have internet access from a computer and are in a quiet place to talk during your scheduled time so that you can interact with the other group members.

For participating in this one-hour focus group, you will receive 75,000 AmeriPoints (worth \$75)!

Sincerely,

The AmeriSpeak Tax Tools Survey Team