

SAMPLE INVITE EMAIL

Dear [PARTICIPANT NAME],

You have been identified as a Trademark participant for the USPTO.gov usability study scheduled for the period of XX - [DATE].

In order to participate you will need to have access to WebEx. If you do not have the Webex application installed on your computer, you can access it through a Chrome browser plugin at: [link]

You may also verify whether it functions properly at:

[link]

If you can use/access Webex, you will be sent an email link prior to your session with instructions on how to access your scheduled testing session. Please provide as soon as possible to us via email, your telephone number, preferred date/time, and one alternate date/time you will be able to participate in the usability study. Additional demographic data that will be confidentially used for research purposes only, will be collected prior to beginning your test session.

For the period of [DATE], the available test session times (Eastern Standard Time) are:

9:30 – 10:30 am
11:00 am – 12:00 Noon
12:30 pm – 1:30 pm
2:00 pm – 3:00 pm
3:30 pm – 4:30 pm

Thanking you in advance,

The USPTO Usability Testing Team