

LAB APPOINTMENT SCHEDULING SCRIPTS**OFFER EMAIL/PHONE SCRIPT**

Thank you for filling out the google form to participate in our Vehicle Occupant Anthropometry, Posture, and Motion Study. Based on the screening questionnaire, you qualify for the study. We would like to offer you an opportunity to participate at UMTRI (2901 Baxter Road – map attached).

Paperwork Reduction Act Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2127-XXXX. The information collected in this study will be used to create a database of vehicle occupant body size, shape, and posture. The data will be used to improve vehicle safety. We estimate that it will take approximately 5 minutes to complete this screening. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, National Highway Traffic Safety Administration, 1200 New Jersey Ave, S.E., Room W45-205, Washington, DC, 20590.

As of now, we have the following slots available:

Day of the week, Date: times available

Day of the week, Date: times available

Please let us know if any of these appointments will work for your schedule and we will reply to confirm.

The appointment will take approximately 2 hours and the compensation is \$80.00. You will receive payment at the end of the session.

CONFIRMATION EMAIL/PHONE SCRIPT

This is to confirm your appointment to participate in the Vehicle Occupant Anthropometry, Posture, and Motion Study at the UofM Transportation Research Institute.

Appointment:

Date:

Day of Week:

Time:

Expected Length of appointment: 2 hours in our laboratory

Below is additional information about your appointment:

Parking and Arrival Instructions (map attached)

2901 Baxter Rd.

Ann Arbor, MI 48109

Our building is on the northeast corner of Baxter Road and Huron Parkway. It is a tan, 4-story concrete building set up on a hill. There is a circle-drive in front of the building with two entrance/exit driveways from Baxter Rd.

The visitor parking area is located in the lot in front of the building. Be sure to park in the row marked with the red signs saying "Visitor Parking." Please arrive about 5 minutes before your appointment. After parking your vehicle, please enter the building lobby (double glass doors) and let the receptionist know that you are here for the study. They will provide you with a parking pass for your vehicle and call us to let us know you have arrived. Please return to your vehicle and place the hang tag on your rear-view mirror. When you come back in, please have a seat in the lobby and the researcher will meet you and escort you to the lab. If the receptionist is not at the desk when you arrive, please call XXXat (734) XXX-XXXX.

Clothing:

You will be measured in your own clothes and in a number of clothing ensembles supplied by the laboratory. **Please wear or bring shoes that you would wear while driving.**

Please:

If, for any reason, you cannot make your appointment or need to reschedule, please call (734) XXX-XXXX or respond to this email. We are holding this time for you and cannot test anyone else during this time if you do not show up. We may also have other people scheduled for later in the day. If you arrive late and there is another person scheduled after you, we may not be able to start your appointment as it could run into the next person's time.

Thank you for helping us in this study and we look forward to seeing you soon!

VEHICLE APPOINTMENT SCHEDULING SCRIPTS**OFFER**

Thank you for participating the laboratory portion of our Vehicle Occupant Anthropometry, Posture, and Motion Study. We would like to offer you an opportunity to participate in the on-road driving portion of the study UMTRI (2901 Baxter Road – map attached).

As of now, we have the following slots available:

Day of the week, Date: times available

Day of the week, Date: times available

Please let us know if any of these appointments will work for your schedule and we will reply to confirm.

The appointment will take approximately 2 hours and the compensation is \$80.00. You will receive payment at the end of the session.

CONFIRMATION

Great! This is to confirm your appointment to participate in the Vehicle Occupant Anthropometry, Posture, and Motion Study at the UofM Transportation Research Institute.

Appointment:

Date:

Day of Week:

Time:

Expected Length of appointment: 2 hours in our laboratory and on-road driving

Please be sure to bring your driver's license. It is required for this appointment.

Below is additional information about your appointment:

Parking and Arrival Instructions (map attached)

2901 Baxter Rd.

Ann Arbor, MI 48109

Our building is on the northeast corner of Baxter Road and Huron Parkway. It is a tan, 4-story concrete building set up on a hill. There is a circle-drive in front of the building with two entrance/exit driveways from Baxter Rd.

The visitor parking area is located in the lot in front of the building. Be sure to park in the row marked with the **red** signs saying "Visitor Parking." Please arrive about 5 minutes before your appointment. After parking your vehicle, please enter the building lobby (double glass doors) and let the receptionist know that you are here for the study. They will provide you with a parking pass for your vehicle and call us to let us know you have arrived. Please return to your vehicle and place the hang tag on your rear-view mirror. When you come back in, please have a seat in the lobby and the researcher will meet you and escort you to the lab. If the receptionist is not at the desk when you arrive, please call XXXat (734) XXX-XXXX.

Bring With You: Please bring your driver's license <<< REQUIRED.**Clothing:**

Please wear or bring shoes that you would wear while driving.

Please:

If, for any reason, you cannot make your appointment or need to reschedule, please call (734) XXX-XXXX or respond to this email. We are holding this time for you and cannot test anyone else during this time if you do not show up. We may also have other people scheduled for later in the day. If you arrive late and there is another person scheduled after you, we may not be able to start your appointment as it could run into the next person's time.

Thank you for helping us in this study and we look forward to seeing you soon!