Subject: **Possible time slots for Census Bureau Study**

Greetings [participant name],

We would like to schedule you for a 1 to 1.5-hour session. The study is virtual using Microsoft Teams. We have the following times available:

- **Monday, December 2nd**
  - 1:00-2:30pm ET
  - 5:00-6:30pm ET
- **Tuesday, December 3rd**
  - 1:00-2:30pm ET
  - 5:00-6:30pm ET
- **Wednesday, December 4th**
  - 9:00-10:30am ET
  - 10:00-11:30am ET
- **Thursday, December 5th**
  - 12:00-1:30pm ET
  - 2:00-3:30pm ET

Please respond to this email and indicate what days and times are best for you (please choose two options, if possible). If none of these dates and times work for you, please let us know.

If you have any questions, please contact csm.recruiting@census.gov or 301-763-4979. Please mention "**Census emails**."

Thank you,

Kevin

Subject line: **Census Bureau Study Confirmation DATE/TIME/Time zone**

Greetings [participant name],

We are looking forward to working with you on [Date, Time, Eastern time] for our upcoming conversation about the content and quantity of the draft Census Bureau emails.

At the above time please log into the Microsoft Teams calendar invite below using a desktop computer, laptop computer, or mobile device. Instruction on how to access Microsoft Teams are attached.

<mark>[Teams meeting link]</mark>

Prior to the session, you will receive 11 **draft** emails on the schedule below. We will review the emails during the session. To make the session go more quickly, we would like you to read through each of the emails prior to the session and think about the content of the email. We've estimated each email should take you 10 minutes to read. After reading, please keep the email for the session.

During the session, we will review each one individually and you can provide your feedback on the emails. The email will refer to the dates around April 2026 and contain placeholder text for information that will be filled in when the Census Test is live. Many of the links will not work. We'd like your feedback on whether the instructions are clear and any improvements you would recommend.

<mark>DATE:</mark> Preparation email with attachment (all administrators would get this email)

<mark>DATE:</mark> Census Day email with attachment (all administrators would get this email)

<mark>DATE:</mark> Reminder 1 (sent to administrators who had not yet entered their residents' email addresses)

<mark>DATE:</mark> Reminder 2 (sent to administrators who had not yet entered their residents' email addresses)

<mark>DATE:</mark> Final reminder (sent to administrators who had not yet entered their residents' email addresses)

DATE: Missed cut off (sent to administrators who had not yet entered their residents' email addresses and informs them to select a new way to provide census data)

DATE: Confirmation and attachment (sent to administrators who entered their residents' emails)

DATE: Follow up 1 (sent to administrators whose residents did not all report their census data)

DATE: Follow up 2 (sent to administrators whose residents did not all report their census data)

DATE: Missed deadline (sent to administrators whose residents did not all report their census data)

DATE: Completion (sent to administrators whose residents reported their census data)

Finally, we have included a PDF copy of the consent form for the session. It contains information about the confidentiality of the session and your rights as a participant. Please read through it prior to the session.

If you have any questions, please contact csm.recruiting@census.gov or 301-763-4979. Please mention "**Census emails**."

Thank you,

[sender name]

[Teams attachment]

[Consent Form PDF attachment]

Subject line: **Census Bureau Study Reminder - DATE/TIME/Time zone**

Greetings [participant name],

We are looking forward to working with you tomorrow [Date, Time, Eastern time] for our upcoming conversation. At the above time, please log into the Microsoft Teams invite below from a desktop computer, laptop computer, or mobile device. If you have any issues, please call <mark>phone number</mark>.

<mark>[Teams Link]</mark>

We are also including instructions on how to access Microsoft Teams (attached to this email).

If you have any questions, please contact csm.recruiting@census.gov or 301-763-4979. Please mention "**Census emails**."

Thank you,

[sender name]

[Teams attachment]