Request for Approval under the "Administration for Children and Families Generic for Information Collections Related to Gatherings"
(OMB Control Number: 0970-0617)

TITLE OF INFORMATION COLLECTION: Office of Child Care Events Registration and Post-Event Survey

PURPOSE: The Office of Child Care (OCC) regularly hosts webinars, meetings, events, and workshops. Registration information and feedback from participants is helpful for OCC's planning purposes. This request includes question options to use for registration forms and post-event surveys.

- **OCC Registration Form:** Registration forms will gather registrant information for OCC's webinars, meetings, events, and workshops. The information gathered will include demographic information, organizational affiliation, and Americans with Disabilities Act (ADA) accommodations. Information will be used for planning purposes. Potential questions to select from are included in the Registration Question Bank.

- **OCC Post-Event Survey:** Post-event surveys will request feedback from attendees regarding their overall satisfaction with an event, the relevance of a topic, knowledge gained, and plans for how they might use what they learned. Surveys also include questions about the value of sub-topics and the appropriateness of the format. These surveys will also help identify areas of improvement to strengthen value and impact for key audiences. Potential questions to select from are included in the Post-Event Survey Question Bank.

This request fits under this umbrella generic, which specifies that example information collection activities could include:

- Registration forms
- Applications for panels, posters, or other presentation formats
- Pre-meeting surveys
- Post-Meeting/-Workshop/-Training Evaluation Surveys

DESCRIPTION OF RESPONDENTS: Respondents include those who plan to attend and/or do attend events hosted by OCC, such as a webinar, meeting, in-person workshop, or presentation. OCC estimates about 3,000 respondents annually, across many events.

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the federal government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.

4. The information collected is not intended to be disseminated to the public[1].
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

Name and affiliation: Betsie Kalicos, OCC

To assist review, please provide the following information:

BURDEN HOURS

OCC anticipates about 12 events per year. The number of participants varies greatly between events. Events commonly have about 75 participants, but there are some that have included closer to 3,000. Within a year, we estimate about 4,500 respondents across about 12 events. The two question banks included with this request provide a universe of questions to select from based on a specific event. The number of questions selected will not exceed the estimated response times shown here.

Instrument Title	**Category of Respondent**	**Annual No. of Respondents**	**No. of Responses per Respondent:**	**Participation Time**	**Annual Burden (Hours)**
OCC Events Registration Form	Public and private sector	4,500	1	3 minutes	225
OCC Post-Event Survey	Public and private sector	3,375	1	5 minutes	281
	Totals*	**4,500**	**1.75**	**Avg: 3.86 min**	**506**

*The respondents completing the post-event survey overlap with those who register. The numbers in this row reflect that overlap.

FEDERAL COST: The estimated annual cost to the federal government is $8,000.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
   - [X] Web-based or other forms of Social Media
   - [ ] Telephone
   - [ ] In-person
   - [ ] Mail
   - [ ] Other, Explain

Please make sure that all instruments, instructions, and scripts are submitted with the request.

[1] The information collected through this request is primarily for internal review and will not be published. However, for certain activities information submitted by accepted participants, such as research abstracts to be presented in a poster session, may be published on an ACF website or included in a printed or online program for the activity or subsequent publication describing the activity.