

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 21xx-xxx. 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. Public reporting for this collection of information is estimated to be approximately **1 minute**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are voluntary; all responses will be de-identified and confidential, per 45 CFR part 46. 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.

This document outlines the appointment confirmation form sent to participants to remind them of their session and to complete a questionnaire before arriving. Below the appointment confirmation form is an example of the data collected from this form by researchers to ensure that participants are properly scheduled.

REMINDER EMAIL

Hello,

This is a reminder for your participation in the Voice Command Interface Study. Your participation in the study will take place at [insert time] on [insert date].

On your scheduled day of data collection, you will meet the researcher at DRI's office in Torrance (355 Van Ness Ave # 200, Torrance, CA 90501). You may park anywhere in the parking lot. If you have questions or feel unwell or if your health status has changed since the eligibility screener, please call and ask for the Human Factors Department Human Factors department, at (310)-212-5211 or email us at dynres.info@gmail.com.

At least 24 hours before your appointment, please complete the pre-study materials packet [insert link to NHTSA Form XXXX: Pre-Study Materials].

Before you consent to participate in this study, you **should** review and understand [insert OEM's name based on vehicle to be driven]'s manufacturer's privacy policy via this link [insert OEM privacy notice link].

On the day of your study, to participate you must:

- Bring a valid driver's license.
- Not consume alcohol or marijuana or any illicit substances 12 hours before your session.
- Wear contacts or glasses if you usually do while driving.
- Not wear mascara and/or fake eyelashes to your appointment

You will be compensated \$150 for your participation. Please confirm your participation.

*The information below provides an example of the information collected from this form.
Participants will not see this step, but it is a critical information collection for recruitment.*

Participant Name: [Insert Name]

Attendance Confirmed: [Insert Yes or No]

Alternate study time (if applicable): [Insert new study date and time]