

## Reminder Email

**From:** Assigned NSSP Project Officer

**BCC:** All meeting attendees who registered and provided email address

**Subject:** Reminder: Complete 2016 NSSP Annual Grantee Meeting Customer Service Feedback Survey

Thank you for attending the NSSP Annual Grantee meeting, held on May 16-18, 2016.

This is a friendly reminder to complete the survey that you can access by using the Epi Info web-based link below (for more information on Epi Info, please visit <http://www.cdc.gov/epiinfo/index.html>).

**[SURVEY LINK]**

**It will take approximately 10 minutes to complete.** You also have the option to finish the survey at a later time by clicking on the “Finish Later” button which will bring you to a prompt asking for an email address. You will receive an email from the Epi Info Helpdesk and it will have the name of the survey, a survey link and a passcode. This passcode is very important because it saves your answers and allows you to re-enter the survey where you left off. Please click on the link in the email and enter the passcode to pick up where you left off.

Please note that the survey will close on **Friday, June 3<sup>rd</sup> at 11:59 pm ET.**

If you have any questions or problems, please contact your project officer.

Thank you again for your participation at the annual grantee meeting and for providing feedback. We look forward to continuing to work with you.

NSSP Program