SURVEY INVITES

The following invites were sent to all pilots, in the pilot’s preferred language The first invite for a general introduction to the survey. The second invite as a follow-up with additional information.

**Invite 1 English**

Dear […add name…],

For the INDUCE project, we want to send out an online survey among all employees of your pilot location next week. With this survey, we would like to better understand the culture of your organization. Understanding your organizational culture helps us to design trainings that are specific to your needs and to your specific context.

We would like to ask you to send the invitation for this survey to as many employees as possible (only the pilot location). If more employees fill in the survey, we have more reliable results, which leads to better trainings for you.

The survey will be online from the [please fill in expected start date] until the 4th of February. Once the survey is online, we will send you a link that you can include in the invite to employees. Please send this invite as soon as you have received the link. We suggest that you write the email in advance, so that you only have to copy and paste the link into the email. You can then send the survey invite immediately after receiving it from us.

The survey will take about 8 minutes to complete fully, can be filled in with any digital device and the results will be completely anonymous.

We have two additional requests for you:

* If you would like to receive printed copies of the survey, please let us know:
  + how many copies you would like to receive?
  + to which address we can mail the printed surveys
* Would it be possible to allot a small present to a few participants of the survey in your company? In our experience, this has a very beneficial effect on the response rate.

Kind regards,

[Add name]

**Invite 2 English**

Dear […add name…],

You can access the INDUCE survey via the following weblink:

[…add weblink…]

Some things to pay attention to:

**End date:** The survey can be filled out until February 4 2019.

**Invitation:** you can use the following invitation for your employees:

We invite you to participate in a survey for the INDUCE project. The results of this study will be used to design trainings that aim to improve the energy efficiency at your organization. We will design the trainings using interviews with some of your colleagues, a literature study, workshops and this survey.

It is very important that as many of your colleagues as possible fill in the survey! That way, we can design trainings that fit you and your organization. Examples of trainings are:

How do I include energy in carrying out my work?

How do you increase the odds of success for investment applications for energy efficiency?

How do you communicate about energy in an understandable way?

The survey will take about 8 minutes to fill out completely. There are no wrong or right answers. Your answers are anonymous and will be treated confidentially.

* **Printed surveys:** the printed surveys will be delivered on[add expected date].

[Add instructions and address for returning the surveys]

* **Additional printed surveys:** a pdf of the survey is included in the attachments. You can use this pdf to print additional copies of the survey, if needed.

I am looking forward to the filled out surveys! For any remarks or questions, you can reach me via [add contact details, if needed]

Kind regards,

[Add name]