

## Appendix E: Sample Webinar Confirmation Notice (Email)

Hi [Name],

Thank you for your interest in our Creative Recruitment for Youth-Serving Programs webinar on October 11. This email will serve as confirmation of your registration, and also provides connection details (see below).

We know you have likely developed or come across creative approaches to recruitment. We would love to be able to pass them along during the webinar. If you're willing to share your tips and ideas, please send them to me by phone or email before next Wednesday so we can incorporate them into the presentation.

We look forward to having you join us, and please let me know if I can be of any additional assistance.

Regards,

Erich Stiefvater  
(LEARNS) 800.361.7890  
(direct) 503.275.0761  
stiefvae@nwrel.org

>>>>>

This email confirms your registration for the following LEARNS webinar:

Topic: Creative Recruitment  
Date: Wednesday, October 11, 2006  
Time: 11:00 a.m. Pacific/12:00 p.m. Mountain/1:00 p.m. Central/2:00 p.m. Eastern

Please see the connection and participation information and tips provided below to ensure your participation is smooth and enjoyable. Should you have questions before the event starts, please contact Erich Stiefvater at 800.361.7890 (LEARNS), 503.275.0761 (direct), or at stiefvae@nwrel.org.

Thank you, and we look forward to "meeting" you on October 11.

--The LEARNS partners

### CONNECTION INFORMATION

To join the webinar, you will need both a reliable Internet connection and a telephone line to dial into a toll-free teleconference line.

1) To connect your computer to the webinar website:

A) Click on the following hyperlink (or copy and paste it into the Address bar of your Web browser):

<http://meetings.picturetalk.com/picturetalk/meetingattend.jsp?ptkkey=ymbz21749&a=229>

B) Click Java Join (No Download)

C) Enter the registration information requested (if prompted)

D) Enter Password: recruit

E) If you are testing the connection early (which we recommend), you will see a screen notifying you that the meeting is not being held at this time. Simply reconnect at the time of the webinar using instructions A through D above (if required, the meeting key is ymbz21749).

2) To dial into the toll-free teleconference line:

A) Call [number] (or if international: [number])

B) Enter participant code: [code]

## HOW TO ENSURE A SUCCESSFUL WEBINAR

1) Please try to test your connection to the PictureTalk webinar application at least one day prior to the session to troubleshoot any technical issues.

2) Please connect to the webinar and teleconference line several minutes before the start time.

3) If you are in a noisy place, please use your phone's "mute" or "mic" button so that you can hear the speaker and help reduce noise. Alternatively, if you don't have a mute or mic button, you can mute your phone during the webinar by pressing "\*6" on your phone. To un-mute, press "\*6" again.

4) Please do not use the "hold" button on your phone during the webinar, as it will play hold music or beeps audible to other participants. Instead, use your phone's "mute" or "mic" button. If there is an emergency, feel free to hang up and call back.

5) Should you be kicked out of the webinar or teleconference, simply log or dial back in using the details provided in the "Connection Information" section above.

6) We will be conducting our webinar using PictureTalk, an online conferencing tool that supports multiple computer operating systems and Internet connection speeds. The PictureTalk screen is intuitive and easy to figure out, but if you are unfamiliar with it or webinars in general, keep the following in mind:

A) Make sure Java is enabled in your Web browser (PictureTalk is a Java-based application).

B) With multiple people connecting to the webinar with different computers and Internet connection speeds, you may notice slight delays in how fast presentation material loads. The presenter will adjust his or her pace to ensure that everyone is caught up before proceeding.

C) We recommend you do not use the webinar tools you will see on the bottom of your viewing window, unless directed to do so by the presenter.

D) For optimal viewing of the presentation, we suggest you set the resolution of your monitor to 1024 x 768. However, the presentation can be viewed with lower settings (e.g., 800 x 600); you will see scroll bars to the right and bottom of your viewing screen to view the parts of the presentation that may be off-screen.

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LEARNS is a partnership of the Northwest Regional Educational Laboratory and the Bank Street College of Education. We are funded by the Corporation for National and Community Service to provide training and technical assistance to projects focused on tutoring, mentoring, literacy, and out-of-school time.

For additional tools, training, and information visit The Resource Center at [www.nationalservice.gov/resources](http://www.nationalservice.gov/resources) and the National Service-Learning Clearinghouse at [www.servicelearning.org](http://www.servicelearning.org).