



March 2009 Automation Training Sessions

For your convenience, we have scheduled three Internet-based training sessions. Staff who will be working with the Food Stamp Employment and Training (FSET) program should plan to participate in one of the following three sessions.

Session 1:

Webinar	Date/Time	Call in Number / Code	Connect Pro Meeting Address
FSET Automation - Details	March 12, 2009 from 10 AM - Noon EST	1888-808-6959 / 2457447	http://dynamicinstitute.na3.acrobat.com/automatedprocess/

Session 2:

Webinar	Date/Time	Call in Number / Code	Connect Pro Meeting Address
FSET Automation - Details	March 18, 2009 from 11 AM – 12:30 EST	1888-808-6959 / 2457447	http://dynamicinstitute.na3.acrobat.com/r32708642/

Session 3:

Webinar	Date/Time	Call in Number / Code	Connect Pro Meeting Address
FSET Automation - Details	March 26, 2009 from 10:30 AM - Noon EST	1888-808-6959 / 2457447	http://dynamicinstitute.na3.acrobat.com/r71227761/

Please review the following additional instructions prior to the day of the webinars:

1. In order to participate in an Adobe Connect meeting, the host must have Flash Player loaded on the computer being used. Some computers require the user to have administrative rights to download new programs or software. If you have never attended a Connect Pro meeting before, we recommend testing the computer's connection before the day of the Webinar. To test the computer's

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connection, go to:

http://dynamicinstitute.na3.acrobat.com/common/help/en/support/meeting_test.htm

2. We have a limited number of access points for the webinars so please encourage staff to congregate in the same area if possible in order to give all regions an opportunity to access the call in number to hear the presentation.
3. On the day of the training, we ask that the host enter the Internet-based meeting room at least 15 minutes early. If the host experiences any technical difficulties during this time, AWI staff will be available by conference call to help you. If you attempt to load Flash or connect Adobe Connect before the day of the Webinar and need assistance, you may call Joanne Putnam at (850) 245-7447.
4. To get a quick overview of Adobe Connect Pro, go to:
http://www.adobe.com/go/connectpro_overview