From:	Dana Dauzat
To:	Dana Dauzat
Subject:	FW: Memo
Date:	Wednesday, October 22, 2014 10:46:13 AM
Attachments:	image008.png image001.png image002.png

From: Shanna Legier
Sent: Tuesday, October 21, 2014 4:41 PM
To: Judy Stracener
Subject: October 23rd Webinar

You are invited to a webinar that is being hosted by LDOE Division of Nutrition Support staff this **Thursday, October 23rd** from 9:30 until 11:30 AM. The webinar will cover the following topics:

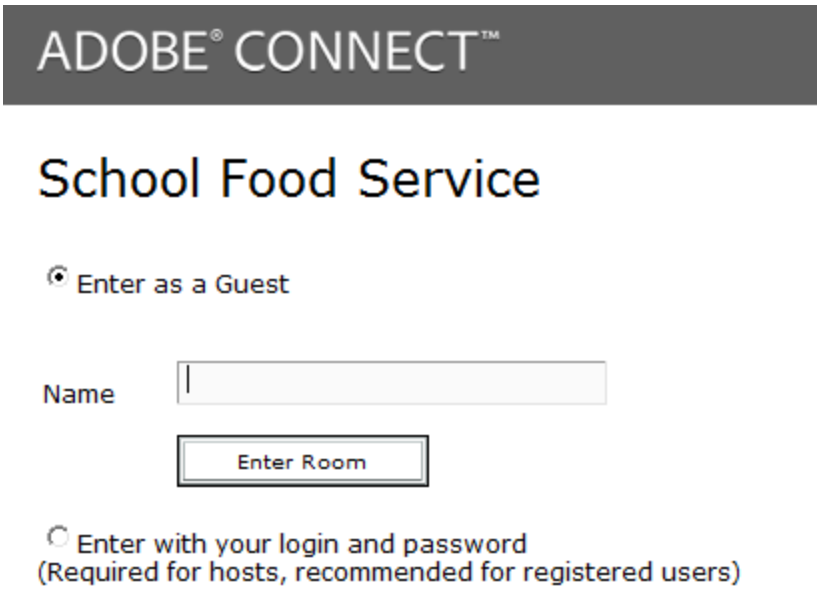
1. **2014 NSLP Equipment Grant** – *SFAs may submit for eligible sites through the CNP website between now and October 31st*
2. **Community Eligibility Provision (CEP) Claiming**
3. **The Verification Process**

All trainings above (with the exception of CEP Claiming) are currently posted to the CNP website under SFS Resources (page 8). The titles are "2014 NSLP Equipment Assistance Grant" and "Verification Training 2014-15". The CEP Claiming powerpoint will be posted to the same location prior to Thursday's webinar. An auto-generated email will be issued to all CNP directors once the CEP Claiming PPT has been uploaded to the SFS resources.

Steps to access the webinar:

1. *No more than 15 minutes before the start of the event, participants will need to access the website for the webinar:* https://louisianaschools.adobeconnect.com/sfs

2. Participants will enter as guests and will be prompted to enter their first and last names, then click on the **"enter room"** icon below the name field. See screenshot provided below:



3. The participant will receive some informational screens, then will be asked to join the audio conference. Two options will display here. We highly recommend selecting **"listen only"** at the bottom right of the dialogue box (see screenshot below). This will allow the user to both **see and hear the webinar** through your computer. *If the speakers do not function on your computer, please contact us with further instruction on how to proceed. Otherwise, follow the instructions provided in this step.*

Once logged in, there will be an option to submit questions using a Question and Answer pod similar to the one used in the past. All participants will be muted so the speakers will only be able to respond to questions submitted via the Question and Answer pod. Instructions for accessing this feature will be provided at the start of the webinar.

Thanks!

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