

**Summer Food Service Program H1N1 Webinars
Nutrition Services Branch**

Thursday, October 1, 2009 from 2:00 PM – 3:30 PM
Thursday October 8, 2009 from 2:00 PM – 3:30 PM
Tuesday, November 3, 2009 from 2:00 PM – 3:30 PM

You must complete this registration online. It is very important that you keep these instructions for reference.

Please note that technical support for the *entire* webinar process is provided **ONLY through Microsoft® Office Live Meeting. If you have any trouble registering, are unable to join the meeting, or have technical questions of any type, contact tech support at: 1.877.473.3940 or 706.634.4591, or paste the following address in your browser:**

<http://r.office.microsoft.com/r/rlidLiveMeeting?p1=12&p2=&p3=LMInfo&p4=support>

Do not call the NSB HelpDesk or anyone in the Nutrition Services Branch (NSB) for assistance.

1. To register go to the Microsoft® Office Live Meeting registration page. You may register at any time.
 - Paste this address in your web browser to start the registration process:
<https://www.livemeeting.com/cc/ncdhhs>
 - Click on Public Events (see Attachment 1)
 - Select the Event Title SFSP H1N1 Webinar From Upcoming Events (see Attachment 2)
 - From the list of Meetings, select the session you would like to attend (see Attachment 2)
 - Complete the information requested and click on Register (see Attachment 3)
 - You are now registered for the webinar! However, your registration must be approved.
2. We will begin approving registrations upon receipt. You will receive an email generated from the Microsoft® Office Live Meeting system confirming your registration. It will contain:
 - your confirmation number
 - an active link to join the meeting on the appropriate date and time
 - a link to handouts

Print out a copy of the confirmation email for reference in case technical assistance is needed.

3. Print the handouts prior to the meeting. Click on the handout link in your confirmation email. You will need to provide your name and confirmation number to access the documents.
4. The confirmation email will include instructions for First Time Users. Please check your system, prior to the day of the selected session, by clicking on the link in the confirmation email. Do not click the ***Join Meeting*** link until 30 minutes prior to the start of the session you are confirmed to attend.
5. After clicking on the active ***Join Meeting*** link in your confirmation email, please enter your full name and your agency (Company) name. **Note:** You **do not** need a user name or password to access this meeting.
6. Remember, do not join any earlier than thirty minutes prior to the start of the session. Attempting to do so will result in an error message. Join the meeting with enough time to allow for technical difficulties to be resolved, by the webinar start time. If you have any problems when joining the event, please contact Microsoft® Office Live Meeting Technical support for assistance. **1.877.473.3940 or 706.634.4591, or paste the following address in your browser**
<http://r.office.microsoft.com/r/rlidLiveMeeting?p1=12&p2=&p3=LMInfo&p4=support>
Do not call the NSB HelpDesk or anyone in the Nutrition Services Branch to assist you. Technical assistance must be provided by Microsoft® Office Live Meeting. Please have your confirmation number available when you call Technical Support.

Attachment 1: Public Events

File Edit View Favorites Tools Help

Address <https://www323.livemeeting.com/cjncdths/loginPage>

Microsoft Office
Live Meeting

Login Download Support

My Home

Meet
Join Meeting

View

Register
Public Events

Login to Live Meeting Manager

User login:

Password: [Forgot your Password?](#)

Notice:

- Upon entering a meeting, information about your presence will be accessible to other participants during the meeting.
- Microsoft Office Live Meeting service can be used to record meetings. A recording is in progress when the red recording indicator is lit on the console.
- By participating in a meeting, you agree that your communications may be monitored or recorded at any time during the meeting.
- If you initiate audio or video recording, it is your responsibility to inform all meeting participants that they are being recorded and obtain their consent, as applicable. You also agree to comply with all applicable laws when using the recording function.
- To agree to these terms and enter the meeting, click Login

Login

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All information submitted will be subject to the [Office Live Meeting - Microsoft Privacy Statement](#)

Powered by
Microsoft Office
Live Meeting

Done Internet

Attachment 2: Event Selection

The screenshot shows a web browser window displaying the Microsoft Office Live Meeting interface. The address bar shows the URL: <https://www323.livemeeting.com/lrs/8001516879/PublicEvents.aspx>. The page title is "Public Events" and the user is logged in as "mburghardt".

The main content area displays a list of public events. The first event is "SPSP Recordkeeping and Financial Management". The second event, "The New WIC Food Package: Get Ready!", is circled in black. The event description for "The New WIC Food Package: Get Ready!" is as follows:

This is a technic. This is the first in a series of required trainings for local agency staff to prepare for the new WIC food packages. Between now and early September, the Nutrition Services Branch will be providing information and training webinars and workshops. Participation in all training events will be required by various WIC staff. Required attendees for the "Get Ready" webinars include: WIC directors, vendor coordinators and lead clerks. Other WIC staff are welcome, but participation is optional. The objectives for this webinar are listed below. By the end of this session, participants will be able to:

- List the categories of allowable foods for women, infants and children (effective 10/1/09)
- Describe the specifications for the WIC allowable foods
- State examples of each category of allowable foods
- State a plan for promoting the new food package to staff and participants

At the bottom of the page, there is a copyright notice: "Copyright 2009 Microsoft Corporation. All rights reserved. Terms of Service" and "All information submitted will be subject to the Office Live Meeting - Microsoft Privacy Statement". The page is powered by Microsoft Office Live Meeting.

Attachment 3: Registration Form

***Required entry**

Select the meetings you wish to register for *

Select All

<input type="checkbox"/> Meeting Title	The New WIC Food Package: Get Ready!
Start time	4/29/2009 1:30 PM GMT-05:00
End time	4/29/2009 4:00 PM GMT-05:00
<input type="checkbox"/> Meeting Title	The New WIC Food Package: Get Ready!
Start time	5/1/2009 9:00 AM GMT-05:00
End time	5/1/2009 11:30 AM GMT-05:00
<input type="checkbox"/> Meeting Title	The New WIC Food Package: Get Ready!
Start time	4/21/2009 1:30 PM GMT-05:00
End time	4/21/2009 4:00 PM GMT-05:00
<input type="checkbox"/> Meeting Title	The New WIC Food Package: Get Ready!
Start time	4/28/2009 9:00 AM GMT-05:00
End time	4/28/2009 11:30 AM GMT-05:00

Registration Information

First Name *

Last Name *

E-mail address *

Title

Agency Name

To find out how your information will be used, please inquire with the event organizer. For information about how Microsoft handles your personal information, please refer to the Microsoft Office Live Meeting 2007 [Privacy Statement](#).



Choose one session

Fill out requested information

