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Workforce Integration Support and Education

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WISE PROGRAM BI-MONTHLY WEBINARS ADMINISTRATIVE PROTOCOLS | OCTOBER 27, 2015

OWLs must follow this protocol when preparing for/conducting bi-monthly webinars:

- 1 The webinars must be scheduled in advance.
- 2 The webinars must be scheduled to last roughly one hour and have a visual component to them (not just a conference call).
- 3 All PPTs – if you choose to use them – should be on the WISE PPT template (some slides can be removed/customized).
- 4 OWLs may use NorCal MHA's GoToMeeting or GoToTraining accounts to conduct the webinars.
- 5 OWLs must notify Dawniell Zavala of the topic of the webinar and provide her with a general (one paragraph) description of the webinar three to four weeks prior to the webinar.
- 6 OWLs must notify Dawniell Zavala with any PPTs, materials, or handouts the audience needs no later than one week prior to the webinar.
- 7 NorCal MHA reserves the right to review and edit webinar materials and PPTs for consistency in appearance and program messaging.
- 8 NorCal MHA will send out email blasts and reminders notifying targeted audiences of the scheduled webinars and topics.
- 9 NorCal MHA will post the handouts for the webinars to its website and direct attendees to the page where they can access them.

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