



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR & ECONOMIC GROWTH
LANSING

KEITH W. COOLEY
DIRECTOR

April 10, 2007

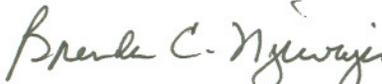
To: MiRSA Applicants

Since 2004, the State of Michigan has promoted Michigan Regional Skills Alliances (MiRSAs)* as a tool to bring coherence to the way the public workforce agencies cope with worker shortages, skill shortages, training mismatches, and other problems industries face important to regional economies. A Request for Proposal was issued April 3, 2007, and a Webinar will be conducted to review the requirements of the application. Ms. Diana Carpenter, Manager, Regional Skills Alliance, and Ms. Loris Thomas, Workforce Development Specialist, Regional Skills Alliance, will deliver the content of this Webinar.

Date and Time
Tuesday, April 17, 2007
2:00 pm - 4:00 pm

Please use the attached invitation to attend this Webinar. If you need assistance attending the Webinar, please call Ms. Alice Long at (313) 456-3163. All other questions or inquiries regarding this Webinar should be directed to Bonita Smith at smithB29@michigan.gov or (517) 335-5177.

Sincerely,


Brenda C. Njiwaji, Director
Bureau of Workforce Programs

BCN:DC:bs
Attachment

**Michigan Regional Skills Alliance
Pre-Bid Workshop Webinar Invitation
Tuesday, April 17, 2007
2:00 PM**

Welcome! We look forward to your participation in the upcoming Webinar.

In preparation for the Webinar, we ask that you read the following information:

- When you log onto the audio portion of the Webinar, you will hear silence, as the moderator/presenter has his/her phone on mute, as should all other participants.
- If you are logging on for a group, when prompted for your name in the sign-up screen, you may identify your group rather than an individual, i.e. ACSET or SEMCA partners.
- Connect to the Webinar using Internet Explorer.
- If you have trouble logging onto the Web portion of the Webinar, please check to see if you have pop-up blockers "enabled". If so, you need to "disable" them for the duration of the Webinar. If you need assistance with pop-up blockers, please call 313-456-3163.
- If you have a virus on your computer, you will NOT be able to join the Webinar.
- When you are connected to the Web portion of the Webinar you will see "Webinar Instructions" which contain important information.
- Once you have logged onto the Web portion of the Webinar, you will see your name on the participant list in the upper right side of your computer screen.
- DO NOT put your telephone on HOLD at any time during the conference.
- At the end of the conference, please hang up your telephone and CLOSE YOUR BROWSER WINDOW to avoid unnecessary charges.

No sooner than 10 minutes before the start of the Webinar, please dial into the audio portion of the Webinar first, then log onto the Web portion of the Webinar using the following instructions. If you have difficulty with these directions at any time, please contact Alice Long at 313-456-3163 for assistance.

**Primary Dial-In: 1 (877) 250-3156 (to join the audio conference call)
Pass Code: 6719962#**

TO JOIN THE AUDIO AND WEB CONFERENCE, PLEASE FOLLOW THESE SIMPLE PROCEDURES:

1. Dial the audio conference dial-in number noted above.
2. Click on the URL below or copy and paste the following URL in your web browser:
https://www.yourconferencecenter.com/ConfCenter/meeting_center/meeting_center.aspx?100001&Jnhst=
3. On the Meeting Center page, enter your name and e-mail address.
4. Click on the "Sign-in" button.*
5. Accept the Terms and Conditions and click "Join" to enter your conference.*
6. Should your computer require any updates to accommodate Web conferencing, an additional message will be displayed. Follow the instructions to prepare your computer for the meeting. These updates should take 5 to 10 minutes to complete.

*Please note: It may be necessary to scroll to the lower right-hand corner of the screen to see these buttons.

IF THE ABOVE URL DOES NOT ALLOW YOU TO JOIN THE WEB CONFERENCE, PLEASE FOLLOW THE PROCEDURE NOTED BELOW.

1. Click on the URL below or copy and paste the following URL in your web browser: <http://web.meetme.net/audience>
2. Copy and paste the Meeting Key: 70541435796199
3. Click on the "Sign-in" button
4. On the Meeting Center page, enter your name and e-mail address.
5. Click on the "Sign-in" button.
6. Accept the Terms and Conditions and click "Join" to enter your conference.

PLEASE NOTE: Once your web conference has ended, please make certain to log out of the meeting.

As a courtesy to others and to improve sound quality, please mute your phone when not speaking.

TOUCH-TONE COMMANDS:

Please use the list of touch-tone commands below to help facilitate your audio conference:

Press *6 to mute your own line.

Press #6 to unmute your own line.