

FY 2019 VOCA Serving Victims of Elder Abuse GRANT APPLICATION WEBCAST

Two webinars are scheduled to provide VOCA grant applicants with specific information regarding the FY 2019 VOCA Serving Victims of Elder Abuse grant application requirements. These webcasts will be provided using Adobe Connect; participants may register for the on-line training offered at **either** session listed below and participate in the conference using their personal computer and internet connection.

The audio portion of the training will be accessed by telephone. During the webcast, applicants will have the opportunity to participate in an on-line question and answer session as well as live text chat between participants. Applicants who are unable to access the on-line presentation may download the presentation slides from the Adobe Connect website and listen to the audio portion of the presentation by telephone.

Please select the training session that best fits your schedule and complete the registration process listed below:

Webcast Session #1 Monday, March 26, 2018 10:30 a.m. – 12:30 p.m.* Course # 1076512	Webcast Session #2 Wednesday, March 28, 2018 1:30 p.m. – 3:30 p.m.* Course # 1076513
Meeting Name: FY 2019 VOCA Serving Victims of Elder Abuse Application Webcast	Meeting Name: FY 2019 VOCA Serving Victims of Elder Abuse Application Webcast
*Eastern Time (US and Canada)	* Eastern Time (US and Canada)

Registration:

Course registration will open on Wednesday, March 21, 2018. Participation in the training is free, however **preregistration is required**. If you have problems registering for a session, contact the MI-TRAIN helpdesk at MI-TRAIN@michigan.gov for technical **registration assistance**.

- Registration information and course description can be found online at: <https://MI.TRAIN.org>
- Access and log into the MI-TRAIN website. (First-time users must create an account).
- Search for the course in the upper right-hand corner using one of the two course numbers listed above.
- No course code is required for registration.

Meeting Instructions:

Follow the attached VOCA Webcast – Adobe Connect meeting access instructions to join the meeting at your scheduled date and time. If you have difficulty accessing or participating in your scheduled session, please contact Denise Fleming at flemingd7@michigan.gov for technical assistance. Please note, VOCA staff will not have access to respond to emails during the training session.

VOCA WEBCAST – ADOBE CONNECT MEETING ACCESS INSTRUCTIONS

ACCESS INSTRUCTIONS

To access the VOCA Webcast meeting, participants will need both a phone and a computer with an internet connection. (Those without an internet connection can download the presentation slides from the Adobe Connect website, then follow the directions for the audio portion of the presentation by telephone). Participants may log in to the meeting up to 20-30 minutes before the presentation by following these steps:

1. Connect to the teleconference by calling **877-873-8017**.
2. Enter the access code: **9545873** when prompted.
3. After checking in, put your phone on mute.
4. On the computer, open Internet Explorer and enter the URL <http://breeze.mdch.train.org/cvsc/> to web browser.
5. Enter meeting room as guest by typing your first and last name, along with affiliation and click the “Enter Room Button.”
6. If you are prompted by the meeting room with an “Add-On” message, click “yes.”
7. Adobe Connect is an on-line application. Please turn-off any pop-up blockers to help limit problems with the application.

Note: Participants who have never used Adobe Connect may test the process by connecting to: http://breeze.mdch.train.org/common/help/en/support/meeting_test.htm prior to the meeting. Technical questions regarding accessing Adobe Connect can be directed to Denise Fleming at flemingd7@michigan.gov. Participants can access a quick overview of the Adobe Connect process at: <http://www.adobe.com/products/adobeconnect.html>

Participants View

To access the chat, notes and file share boxes the participants will toggle the “Full Screen” button.

File Share

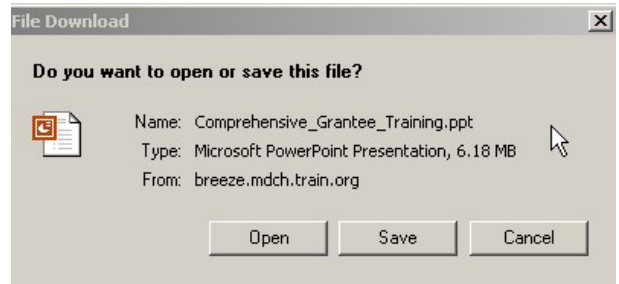
The power point presentation and other associated documents will be available for download in the File Share box. You may download the PowerPoint presentation for future reference if desired.

To download the presentation to your computer:

1. In the File Share box, click the file to highlight it.
2. Click the *Save to My Computer* button below the highlighted file. This will open up an Adobe Acrobat Connect Pro File Share window.
3. In the pop up window click on the “*Click to Download*” link.



4. The file download window will open. Select either Open or Save.
5. When the Download is complete, click the Close button.
6. Close the Adobe Connect File Share window by clicking the X in its upper right-hand corner.
7. In the Meeting window, click the FULL SCREEN button to view the presentation on the full screen.



Questions

Participants can ask questions through the Chat (Q&A) box. To access the Chat (Q&A) box, toggle the "Full Screen" button. This will reduce the size of the presentation screen and make the Chat pod visible in the upper-left hand corner of the screen. Questions will be addressed after each section of the presentation.

To submit a question, click in the QUESTION line and type your question on the line. Please scroll to the right to view the question in its entirety. When finished typing, click the left-arrow button to submit the question.

To switch the presentation back to full screen, click the FULL SCREEN bar.