From:	Miranda Maupin
To:	Yogi, David
Cc:	Sanchez, Yolanda; DIAZ, ALEJANDRO; Ana Vargas
Subject:	Re: webinar support
Date:	Wednesday, February 04, 2015 1:51:40 PM

Hello all, one option is we could send a "Save-the-Date" email to make sure it gets on calendars soon. and then follow up with the agenda, summary notes from January 9th and the webinar registration information.

We are able to help coordinate agenda development if that's helpful.

I am available the next 30 min and tomorrow (Thurs) 9-10:30 and 2-5 if you want to touch base on next steps.

Also, I will be sharing a cost estimate soon!

thank you!
Miranda

Miranda Maupin

Skeo Solutions | www.skeo.com

434-975-6700 x227

On Tue, Feb 3, 2015 at 12:27 PM, Yogi, David <Yogi.David@epa.gov> wrote:

> Hi Miranda,
>
> Thanks for your message. We will review the draft invite and will get back to you with any edits. With regard to the platform, it's my understanding that only EPA will be presenting, but we will be having a planning meeting internally tomorrow to discuss. That said, we'll have to get back to you tomorrow with final word on which platform to use.
>
> Additionally, we are very interested in hearing from Cynthia on a draft agenda, though, we have not created one yet. Tomorrow we should be in a better place to share something with her for input. Yolanda and I will try to give her a call to review sequencing leading up to the meeting before the meeting sometime today or tomorrow.
>
> Finally, agreed that we need to get the meeting notes out to the participants ASAP. We will be working with the site team to provide our input and get feedback.

Also, we will make provisions to ensure this meeting does not affect the TASC overall budget for DAAC.

Thanks!

- David

David Yogi

Manager, Community Involvement Section

Superfund Division

U.S. Environmental Protection Agency

Phone: 415-972-3350

Mobile: 415-760-5419

Email: yogi.david@epa.gov

From: Miranda Maupin [mailto:mmaupin@skeo.com]
Sent: Tuesday, February 03, 2015 12:15 PM
To: Sanchez, Yolanda
Cc: Yogi, David
Subject: Re: webinar support

Hello David and Yolanda, I have attached a draft Save the Date email for your review. I kept this pretty simple, so feel free to revise as appropriate (I included next steps from the 1/9 summary memo just as an internal reference for us about potential topics). Would it be helpful to meet and discuss agenda, or do you all plan to develop a draft or send a list of objectives as last time?

Here a few more updates we can discuss later today or tomorrow.

- Regarding platform, we can help support either Adobe Connect or GoToWebinar but there are a few considerations for each:

For Adobe Connect, we have set up rooms, participated and answered questions in real time but have not assisted with technical difficulties. There has always been a EPA Clu-In moderator on the line answering technical difficulty questions when we have done it in the past.

For GoToWebinar, it does not offer capability to upload presentations and materials, so we would need to make these available another way - we could provide a link to participants in advance.

- Cynthia called on another matter and I mentioned the date, so she is holding the date and time. She also emphasized the importance of getting the notes out well in advance of the webinar. She also mentioned she was concerned about trying to fit this into the existing TASC budget.

Thank you!

Miranda

Miranda Maupin

Skeo Solutions | www.skeo.com

434-975-6700 x227

On Tue, Feb 3, 2015 at 8:23 AM, Miranda Maupin <mmaupin@skeo.com> wrote:

> Yes, we should be able to handle this. We have GotoWebinar and we have also hosted on Adobe Connect for EPA using EPA login info, so there should be a couple of options. I will line up a tech support person on our end.
>
> Do you have a date or time frame planned yet? I thought Yolanda mentioned 2nd week of February, so are you thinking next week sometime?
>
> Thank you!
>
> Miranda

Miranda Maupin

Skeo Solutions | www.skeo.com

434-975-6700 x227

On Mon, Feb 2, 2015 at 4:35 PM, Sanchez, Yolanda <Sanchez.Yolanda@epa.gov> wrote:

> Miranda, we just tried to call you before 4:40, and David left a voicemail. The CI Team is hosting a major event in the Region tomorrow.
>
> Please let us know ASAP if Skeo has a Webinar software and conference call line in order to meet the needs Freya specifically described below. We can discuss the details on Wednesday or Thursday.
>
> Best,
>
> **Yolanda Anita Sanchez**, MS, MPA
>
> US Environmental Protection Agency || Region 9 || Superfund Division || Community Involvement
>
> **Desk:** 415-972-3880
>
> *"Start where you are. Use what you have. Do what you can." - Arthur Ashe*
>
> **From:** Miranda Maupin [mailto:mmaupin@skeo.com]
> **Sent:** Monday, February 02, 2015 3:54 PM
> **To:** Sanchez, Yolanda
> **Cc:** Yogi, David
> **Subject:** Fwd: webinar support
>
> Hello Yolanda, I just left you a v-mail. I am free until 4:30 today and then again tomorrow 12-5. Let me know if you want to set up a time to touch base. I may also have a window open up at 8:30 or 11, and if so, I will give you a call.

Thank you!

Miranda Maupin

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434-975-6700 x227

---------- Forwarded message ----------
From: **Miranda Maupin** <mmaupin@skeo.com>
Date: Mon, Feb 2, 2015 at 3:44 PM
Subject: Re: webinar support
To: "Margand, Freya" <Margand.Freya@epa.gov>
Cc: Krissy Russell-Hedstrom <krissy@skeo.com>, Ana Vargas <avargas@skeo.com>, "Sanchez, Yolanda" <Sanchez.Yolanda@epa.gov>, "Yogi, David" <Yogi.David@epa.gov>, "Conley, Tina" <Conley.Tina@epa.gov>

Thank you Freya. I will reach out to Yolanda now to learn more about what is needed. Once we have confirmed the key details, we will plan to share an estimated level of support via email.

thank you!

Miranda

Miranda Maupin

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434-975-6700 x227

On Mon, Feb 2, 2015 at 3:27 PM, Margand, Freya <Margand.Freya@epa.gov> wrote:

> Hi Krissy, Miranda and Ana.
>
> Region 9 is requesting support for a pCBSA webinar that they would like to hold next week. I had hoped to get you a final technical directive today but had to go home (and can't access my contract files), so this e-mail will have to serve as initial direction to start the process until I get into the office tomorrow. This project is on a short timeframe and I don't want to hold things up.

The webinar support is a follow up to the recent pCBSA meetings regarding Del Amo and Montrose sites. The support requested by the Region is as follows:

- Provide logistics support, to include:
    - determining the webinar software/platform (such as Adobe Connect, Go To Meeting, etc.??) to best suit the meeting purpose
    - inviting participants
    - setting up webinar room
    - uploading/setting up presentations and shared files
    - hosting the meeting, monitoring questions, assisting in resolving technical issues
    - distributing agenda and materials in advance of webinar
- Scheduling webinar
- Inviting participants from past pCBSA meeting.
- Providing meeting facilitation during questions and discussion, and as needed
- Coordinating with EPA and participants
- Supporting EPA in the planning process.

Yolanda Sanchez (cc'd) is the lead for this project. Please contact Yolanda directly to get further details and to start the planning process. As this is a small, short timeframe there is no need for a technical approach. Once you get a sense of the level of support this project will involve, please let me know via an e-mail.

Thanks, Freya

Freya Margand

U.S. EPA

OSWER/OSRTI

1200 Pennsylvania Ave., NW (MC: 5204P)

Washington DC 20460

(703) 603-8889