| | |
|---|---|
| **From:** | Margand, Freya |
| **To:** | Miranda Maupin |
| **Cc:** | Krissy Russell-Hedstrom; Ana Vargas; Sanchez, Yolanda; Yogi, David; Conley, Tina |
| **Subject:** | RE: webinar support |
| **Date:** | Monday, February 02, 2015 3:50:35 PM |

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Thanks Miranda.

**From:** Miranda Maupin [mailto:mmaupin@skeo.com]
**Sent:** Monday, February 02, 2015 6:45 PM
**To:** Margand, Freya
**Cc:** Krissy Russell-Hedstrom; Ana Vargas; Sanchez, Yolanda; Yogi, David; Conley, Tina
**Subject:** Re: webinar support

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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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
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