Dear Colleagues:

The college has purchased this webinar for faculty, staff and students to participate. At 10:00 a.m. in the Arroyo room on November 12 the College will sponsor the viewing of the webinar. Please see the description below. Please attend and get your key staff to attend.

Thanks

President Perez

Perez, Monte E.

Can we invite all faculty and staff also

11/7/2013

Perez, Monte E.

Michael: Please notify Department Chairs about this opportunity.

Thanks
President Perez

Barbato, Louise C.

Sent Items
Thursday, November 07, 2013 2:20 PM

Dr. Perez,

The **Collegiality from a Positive Leadership Perspective** Online seminar will be on Tuesday, Nov. 12 at 10:00 in the Arroyo Room.

Have you asked your administrators and college leaders (chairs etc...) to attend? I am sure if the invite comes from you, it will have more weight. Monday is a holiday, so we really need to get the word out and have people RSVP as well.

Should I send you an announcement that you can share with them? Again RSVPs would help to know the number.

Louise

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**From:** Heberlein, Diane [dianeh@magnapubs.com]
**Sent:** Thursday, November 07, 2013 12:34 PM
**To:** Magna Publications Customer Service
**Subject:** Connection Instructions for the November 12, 2013 Magna Online Seminar

**Collegiality from a Positive Leadership Perspective**

**Presentation date:** Tuesday, November 12, 2013

**Presentation time by zone:**
- 1:00 pm - 2:00 pm Eastern
- 12:00 pm - 1:00 pm Central
- 11:00 am - 12:00 pm Mountain
- 10:00 am - 11:00 am Pacific

**LINK TO SEMINAR AND HANDOUTS**

[http://www.magnapubs.com/handouts/?cid=1026](http://www.magnapubs.com/handouts/?cid=1026)

**How to connect to the seminar:**
1. Open the above seminar link 15 minutes prior to the start time on the day of the presentation
2. Click on “View Seminar”
3. Select “Enter as a guest” and type in your school name
4. Click “Enter Room”
The audio for this seminar will be coming through your computer as usual. You will also have the option of calling in to this number: 1 (800) 977-8002 and then entering the conference code: 6578874#. If you call the toll-free phone number, you will be placed on hold until the session is ready to begin.

Pre-Seminar Questions:
If you have specific questions you would like to ask our presenter, please email them to: nancy.kern@magnapubs.com and include the date of the online seminar in the subject line.

Technology requirements and troubleshooting:
- This online seminar requires a broadband internet connection.
- [Click here to run the Adobe Connect Connection Test on your computer system](#). Please do so as soon as possible to assure that your computer meets the technical requirements.
- A projector and speakers to view the seminar as a group.

Your registration includes:
- A single internet connection to one viewing room with an unlimited number of participants
- One set of handout materials for each participant at your location
- Access to the seminar for 30 days following the presentation date (starting 1 hour after the live session is complete)
- A follow-up email within one week containing answers to participant questions not addressed by the presenter during the seminar
- Seminar CD with handouts, supplemental materials, discussion guide, critical reflection worksheet, and complete transcript.

Seminar evaluation:
- We value your opinion and feedback. Please take a few minutes after the presentation to respond to our online survey. [https://www.surveymonkey.com/s/111213](https://www.surveymonkey.com/s/111213)

Thank you for registering.

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