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**March 24, 2010**

**To: Members, Iowa State Association of Counties**

**From: Hanna De Groot, ISAC Public Policy Specialist**

**Subject: ISAC Legislative Webinar Scheduled for May 5, 2010**

ISAC is making a change to the usual format of the summer legislative workshops by utilizing GoToMeeting, a web conferencing tool that allows meetings to be held online rather than in a conference room. The ISAC Board of Directors has approved the use of GoToMeeting, which will mean cost savings for the counties. There will be no charge for participating in the GoToMeeting webinar and county officials will not have to travel to participate. In the past, ISAC staff has traveled across Iowa in June to hold workshops in all six districts. These workshops have included the following:

- Policy staff updates on the recent concluded legislative session;
- Area legislators question and answer time;
- Affiliate meetings with state officials; and
- Social networking via meetings and lunch.

ISAC believes that the goals and objectives of past workshops can be accomplished via GoToMeeting so this year we are going to experiment with this new method of holding the district legislative workshops. ISAC staff will be conducting the General Session Webinar on Wednesday, May 5. During this presentation, county officials will be able to log onto the website to view the presentation from the staff, view charts and graphs that show the impact of legislation, and send questions to the ISAC staff all via the GoToMeeting application.

ISAC staff will work with each individual affiliate that has traditionally participated in the district legislative workshops to schedule a date to hold their affiliate meeting via GoToMeeting. Affiliates will be able to discuss online the past legislative session as well as discuss issues that will affect them in the future. State departments can be invited to present to affiliates regarding specific legislation that was passed or rules that have been or will be adopted. Affiliate webinar dates available are May 6, 7, 19, 20, and 21, 2010.

ISAC staff will miss traveling across the state and meeting with county officials face-to-face, but will make it a priority to attend the affiliate summer conferences. Please let ISAC staff know when your conferences

are going to be held so that they can make plans to attend and spend time with county officials, finding out more about their day-to-day jobs and the challenges that counties are facing.

The registration for the May 5th ISAC Legislative Webinar opens on April 10, 2010. We are anxious to try GoToMeeting and see if this is a way that ISAC can conduct more cost-effective meetings in the future. Keep one thing in mind – if you miss the webinar, you can always go to the ISAC Website and review the recorded presentation online. Please read on to better understand how the webinar meeting will work.

ISAC will email all county officials the workshop date, the GoToMeeting ID to view the presentation, and a conference call-in number to listen to the presentations. ISAC will be hosting the presentation and there is no cost to the attendees beyond your phone charges.

**To join a meeting from an email invitation:**

1. Open the email that contains the meeting invitation.
2. Click the link provided in the email to join the meeting.
3. If prompted, click Yes, Grant or Trust to accept the download.
4. If requested, enter the meeting password provided by your meeting organizer.
5. When prompted, type in your name and optionally, your email address.

Upon clicking **OK** in the Name and Email dialog, you will be entered into the meeting. The Attendee Control Panel and the GoToMeeting Viewer window will appear.

**To join a meeting from the GoToMeeting Web site:**

1. Open an Internet browser (Internet Explorer, Fire Fox, etc.) and go to [www.gotomeeting.com](http://www.gotomeeting.com).
2. In the left-navigation bar click the Join Meeting button.
3. If prompted, click Yes, Grant or Trust to accept the download.
4. On the Join a Meeting window, enter the meeting ID you received from your meeting organizer.
5. If requested, enter the meeting password provided by your meeting organizer.
6. When prompted, type in your name and optionally, your email address.

Upon clicking **OK** in the Name and Email dialog, you will be entered into the meeting. The Attendee Control Panel and the GoToMeeting Viewer window will appear.

To view a tutorial on GoToMeeting, visit [www.GoToMeeting.com](http://www.GoToMeeting.com) and go to the “How it Works” section and then select “Watch Demo.” This is an extremely user-friendly tool; and ISAC staff will be on hand to help anyone in need of assistance.

**Important Legislative Webinar Dates to Remember:**

ISAC Webinar – May 5, 2010. Registration for webinar opens April 10, 2010.

Dates Available for Affiliate Webinar – May 6, 7, 19, 20 and 21, 2010.