



Webinar Registration Form

Planning For A Safe Return To Campus: HR, Public Safety, Training & Communication Thursday, July 15 ~ 3:00-4:00pm (Eastern)

Once the live date has passed, this training will be available on demand.

Overview

As we begin the process of reopening our campuses and welcoming faculty, staff, and students back to in-person activity, this webinar will guide what to consider from the perspective of Human Resources. How do we communicate the continued need for health and safety? What policies do we update to define telecommuting as we advance? How flexible can we be with the employee and student accommodations? The presenter will answer these and other questions to make reopening seamless for all.

Objectives:

- Define clear expectations for returning to campus
- Create a return to campus plan
- Identify faculty, staff, and student needs
- Discuss public safety requirements

Who Should Attend?

- Administration
- Enrollment Management
- Faculty
- Human Resources
- Student Services/Affairs
- Facilities Management
- Marketing/Communications
- Any educator interested in learning more about returning to campus



Speaker(s)



Maria Poindexter / Coordination, Professional Development
Reynolds Community College

"Planning is the key to providing a healthy and safe campus for faculty, staff and students to return to."

Maria Poindexter received her doctorate in Instructional Systems from the Pennsylvania State University with an emphasis in Workforce Education and Organizational Development. Her professional interests center on assessing, designing, developing, implementing and evaluating educational/training programs. Maria currently works at Reynolds Community College where she serves as the Acting Director of Human Resources and Organizational Development. She teaches FYE courses at Reynolds and is an adjunct faculty member at the University of Richmond, teaching courses in their Human Resource Management program. Needless to say, Maria loves to teach! She received a B.S. degree in Marketing and International Business from Temple University and a M.Ed. in Instructional Systems from Penn State. Prior to her graduate school career, she was a trainer and instructional designer for a large telecommunications company in Philadelphia, PA where she grew up.

Bio current as of July, 2021.

Newsletter



Registration Information

Print Name		Job Title	
Institution/Organization			
Address			
City	State/Province	Zip/Postal Code	Country
Telephone	Fax	Email	
Accounts Payable email (optional)		Assistant's email (For registration confirmations & pre-conference communication)	
How did you hear about this event? (email, listserv, colleague, conference, other) _____			

Payment Method

You can call us at 303.955.0415 or fax the completed form to 1.866.508.0860. If you would like to mail in the registration form and/or check, please send it to: Innovative Educators, 3277 Carbon Place, Boulder, CO 80301.

Paying by: (select one) Credit Card Check Purchase Order (if applicable) P.O.#: _____
 (If you select PO as your payment method, a PO number is required.)

Credit Card



Name on card		Account Number	
Billing Address	Billing City	Billing State	Billing Zip/Postal Code
Exp. Date	Security Code (last 3 digits on the back of Visa and MC)		

Packages & Pricing

Select your webinar package:

\$425 - 1 webinar (Unlimited connections at your institution and recording for one year)
 \$900 - 3 webinars (Save \$375)

\$1500 - 6 webinars (Save \$1050)
 \$4995 - Purchase Go2Knowledge to receive unlimited access to webinars & recordings for one year (Best Deal!)



Login Directions

The login directions provide the following information:

- A link and a password for the event.
- A link to test webinar access. Please test your computer prior to the event.
- The date and time of the webinar. Please be sure to reference the time zone converter on the login directions to confirm your event time.
- Audio instructions: You can stream the audio over your computer speakers, but you may want to have a phone available for backup purposes.

You will receive the login directions twice via email. The process is as follows:

- 1 week prior to the live event: You will receive login instructions.
- 1-2 days prior to the event: You will receive a link to the presentation and any additional handouts. Copies can be made for attendees if desired.
- The day of the event: Participants can log in to the IE Webinar 30 minutes prior to the start time. Once logged in, participants can see the PowerPoint slides, ask questions, and make comments via the chat feature.
- Participants are encouraged to save and print the login directions to refer to on the day of the webinar.

You will receive the login directions twice via email. The process is as follows:

- If you registered for a **live webinar**, you will receive a separate email with the login instructions closer to the date.
- If you registered for an **on-demand webinar**, you will receive a separate email with the access instructions typically within 2 business days.
- If you did not receive a separate email with login/access details, **please check your junk/spam email or your promotions folder.**

Recording Information

The Monday following the live event you will receive a link to the recording, it can be forwarded to all faculty and staff for viewing anytime, anywhere.

Recording Benefits:

- Share the presentation with other staff members
- Pause presentation for convenient viewing
- Review the presentation after the live event
- Train new hires throughout the year
- Show during an in-service training

Technical Details

Innovative Educators uses Zoom as its web conferencing provider. If you have not previously attended a Zoom event, please click [here](#) to make sure your computer is compatible with Zoom. Be sure to [complete a test](#) prior to the live conference. See system requirements in the login email for more information.

What equipment is required?

An Internet connection, computer speakers, and LCD projector are required if a large group is viewing the presentation. Participants can call in via phone if they are having trouble retrieving the audio over the computer. Please be sure to reserve a meeting room prior to the live event that can accommodate these requirements as well as your attendees. You should reserve the room 30 minutes prior to the webinar start time and allow at least 15-30 minutes after the webinar for discussion.

Cancellation Policy

- 30 days prior: Full refund
- 14 days prior: \$100 processing fee
- Less than 14 days: Credit towards another IE event

Satisfaction Guaranteed

We want you to be satisfied with your purchase. For questions, concerns, or problems, please email support@ieinfo.org or call 303.955.0415.