

Legal Services Corporation
FY 2009 RFP Applicant Informational Session
Registration Confirmation
Toll Free Number: 1-(800) 247-9979
Conference ID Number 43749077
Wednesday, May 14, 2008 (2:00 p.m. E.D.T.)

Thank you for registering for the FY 2009 LSC Applicant Informational Session. It will be held **Wednesday, May 14, 2008 at 2:00 p.m. E.D.T.** This session will focus on the LSC competitive grants process, the Request for Proposals (RFP), which has been substantially revised to reflect the LSC Performance Criteria and the new automated system that Applicants will use to file competitive grant and grant renewal applications. The objective of the session is to provide an understanding of the information needed to prepare the competitive grant application, and to promote participation in the LSC grants competition. LSC staff members will panel the discussion. **Participation in this informational session is free of charge.**

The session will follow the format of a round table discussion derived from questions submitted from the AIS participants. Please note that participants may submit questions in advance and throughout the AIS. All participant inquiries, however, must be submitted by e-mail to AISitems@lsc.gov. This format allows the panel to address a broad range of questions and interests efficiently and with minimal interruption. We anticipate that 90 or more applicants will participate in this year's session. **Sending your questions in advance or during the panel discussion will assure that the panel addresses those RFP issues that are of importance to you. The names of persons and organizations that submit questions will not be disclosed. If you have not submitted any questions or you have additional questions to submit, please do so immediately.**

To participate in the session, dial our toll free number (1-(800) 247- 9979) from any telephone. When prompted, you will enter the conference id: 43749077. The date of the session is May 14, 2008, and the AIS Leader's name is Reginald Haley. The session will begin promptly at 2:00 p.m. E.D.T. Please dial into the session by 1:55 p.m. E.D.T. The session will continue for approximately two hours.

If you experience any technical problems during this session, please send an e-mail to AISitems@lsc.gov.

For your comfort, we suggest you use a telephone equipped with a speaker. Also, please consider inviting all staff that will be involved in responding to the RFP to listen to the panel discussion.

Feel free to pass this communication along to others who may be interested in providing legal services to low-income people. Please remember to complete the attached Applicant Informational Session Evaluation at the end of the session and e-mail it directly to the AIS Facilitator at AISitems@lsc.gov.

*If you have any questions regarding this document, feel free to contact
Cyndy Robinson at robinsonc@lsc.gov*

**Legal Services Corporation
Applicant Informational Session Evaluation**

(Name and e-mail address of AIS Participant)

(Date)

SECTION A: (EFFECTIVENESS OF THE AIS) YES NO

1	Did the AIS provide an understanding of the information needed to prepare the competitive grant application?		
2	Was the AIS an effective medium for exchanging information about the Request for Proposal (RFP)?		
3	Did the panel members provide effective and complete responses to your questions?		
4	Was an adequate amount of time allotted for the AIS?		
5	Did you leave the AIS before it ended?		
6	Did you submit a list of questions to the panel prior to the AIS?		
7	Did questions raised by other participants provide you with useful information?		
8	Do you prefer participating in the AIS from your office instead of traveling to a conference site away from your office?		
9	Did you include other members of your staff in the AIS?		
10	Were you able to hear the AIS panel members clearly?		

SECTION B: (ALTERNATIVES TO TELEPHONIC CONFERENCING)

11	Do you feel a traditional conference workshop would have been more suitable for discussing questions related to the RFP?		
12	Would you pay the expense to travel to a conference workshop site?		
13	Do you feel a video conference would have been more suitable for discussing questions related to the RFP?		

SECTION C: (MISCELLANEOUS)

14	Are you a current or previous recipient of LSC funding?		
15	Please state your suggestions for improving the effectiveness of the AIS: _____ _____ _____		

Please e-mail your completed questionnaire to AISitems@lsc.gov at the conclusion of the AIS.