



## Registration Instructions for the 2012 **Standard RFP** Applicant Informational Session

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**Registration is now open for the 2012 Standard RFP Applicant Informational Session (AIS).** Follow the steps below to register. **We recommend Applicants read the entire document before registering.**

### **About the conference**

The Standard RFP Applicant Informational Session will take place **May 24, 2011 (2 P.M. EDT)**. This free Webinar is for Applicants that have not had an LSC program quality visit (PQV) since January 1, 2009 and for new Applicants. If you are unsure whether you should register for the Standard RFP Applicant Informational Session (AIS), email [AISitems@lsc.gov](mailto:AISitems@lsc.gov).

The conference will be an online Webinar. Participants will need access to a computer with Internet connectivity and speakers or a headset. The conference will be “listen only,” so participants will **not** need a microphone. Refer to this [Audio Checklist](#) for suggestions on the audio equipment. The Webinar will be recorded and posted on the LSC Grants homepage for future reference.

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## To register

Click on the link to register: [Registration Link](#)

Your Internet browser will open the registration form. Applicants have the opportunity to submit questions for the AIS panel to address during the conference at this time.

**Webinar Registration**

This is a free Webinar conference designed to provide an understanding of the information needed to prepare the grant proposal and to promote participation in the competition process. This Webinar is for Applicants that have not had an LSC program quality visit (PQV) since January 1, 2009 AND new Applicants

* First Name:	* Last Name:
<input type="text"/>	<input type="text"/>
* Email Address: ?	* Phone:
<input type="text"/>	<input type="text"/>
* Organization:	* Job Title:
<input type="text"/>	<input type="text"/>

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Webinar organizers are prohibited from soliciting confidential personal information (credit card information, social security numbers, etc.) in the registration form. This questionnaire is not intended to handle sensitive data.

**You may use this form to submit questions for the panel to address during the AIS. Question 1:**

**Question 2:**

<b>Question 3:</b>	<b>Question 4:</b>
<input type="text"/>	<input type="text"/>

**Question 5:**

\* Indicates a required field

By clicking the "Register Now" button you submit your information to the Webinar organizer, who will use it to communicate with you regarding this event and their other services.

[View system requirements](#)

Having participant questions in advance allows the conference panel to organize its discussion around the interests of participants, and effectively address Applicant questions. Participant identity is treated confidentially. Email [AISitems@lsc.gov](mailto:AISitems@lsc.gov) at any point after registration to submit additional questions.

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### Confirmation email

Immediately after clicking the “Register Now” button, the system will send an email to the email address provided at the time of registration. The email will be sent by **Legal Services [GoToWebinar.Notifications@citrixonline.com]**. The subject line will be **Confirmation: "2012 Applicant Informational Session - Standard RFP"**.

Ensure you receive the confirmation email, and **save** the confirmation email. The email contains a unique link you will need in order to access the Webinar on the day of the conference.

The unique link will allow only one computer to access the Webinar. If multiple staff persons intend to view the Webinar from their own computers, each person will need to register individually in order to receive a unique link.



  
Legal Services Corporation

## 2012 Applicant Informational Session - Standard RFP

**JOIN WEBINAR**

**Join us on Tuesday, May 24, 2011 2:00 PM - 4:00 PM EDT**

Dear Registrant,

Thank you for registering for:

**2012 Applicant Informational Session - Standard RFP**  
Tuesday, May 24, 2011 2:00 PM - 4:00 PM EDT

1. Click here to join: **A unique link will display here**

This link **should not be shared** with others; it is unique to you.

2. You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

Webinar ID: 911-726-857

Please send advance questions to the panel to: [AISitems@lsc.gov](mailto:AISitems@lsc.gov).

**System Requirements**

PC-based attendees  
Required: Windows® 7, Vista, XP or 2003 Server

Macintosh®-based attendees  
Required: Mac OS® X 10.4.11 (Tiger®) or newer

Read our [Audio Checklist](#) for tips on using your computer's microphone and speakers with GoToWebinar.

[Add to your Outlook calendar](#)

The system will send reminder notices one day and one hour before the conference.

**Send any inquiries about the conference to [AISitems@lsc.gov](mailto:AISitems@lsc.gov)**