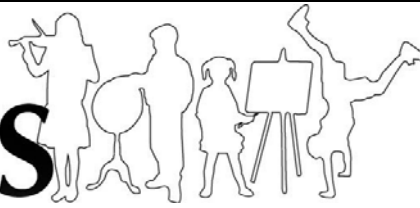


ISACS



Independent Schools Association of the Central States

Learning Bridge Seminar Frequently Asked Questions (FAQs)

What is a Learning Bridge Audio Seminar?

It is a one-hour presentation conducted on the telephone (toll free) conference call and via the Internet (PowerPoint slideshow). Internet is recommended but not necessary.

What time is the Learning Bridge Audio Seminar?

The seminars are:

- Noon – 1:00 pm (CST)/1:00 pm– 2:00 pm (EST); **OR**
- 3:00 pm – 4:00 pm (CST)/4:00 pm – 5:00 pm (EST)

Please check the schedule for the time of each audio seminar.

What is included in the registration fee?

The standard fee (\$100 per Learning Bridge) includes two telephone lines and access to the recorded version for two weeks. You can purchase additional telephone lines for \$10 each.

Early bird registration specials and package discounts are available.

What technology do I need to participate?

You need a telephone to dial in to the call and a computer with high speed Internet access. If you plan on having multiple people listening to the audio seminar, you should have a high quality speaker phone.

Are there specific settings for my computer?

You should temporarily disable your pop-up blocker.

Will I receive anything before the seminar?

ISACS staff will send an email to the person from your school who registered for the seminar with the following information:

- instruction sheet, which includes how to: (1) dial in to the conference call, (2) log on to the dedicated website, (3) post questions on-line in real time; and tips for troubleshooting; and
- a copy of the presenter's slideshow. (Please make copies for faculty attending).

This email will be sent 3 – 7 days before the Learning Bridge. Please call the ISACS office at 312-255-1244 if you have not received an email with instructions 48 hours prior to the seminar.

What if my school signs up for the Learning Bridge Audio Seminar but is unable to participate at the time of the live presentation?

As part of the registration fee your school has access to a recorded version of the learning bridge audio seminar for two weeks from the date of the seminar. ISACS staff will forward the link to the recorded version within 24 hours of the seminar. You will need a password to listen/view the recorded version on your computer.

How do I obtain the password to access the recorded version?

Please call the ISACS office, 312-255-1244. We do not put the password in writing.

If I am participating in a Learning Bridge Audio Seminar for the first time or if my school plans to have a large audience, can I work with ISACS staff to ensure it runs smoothly?

ISACS staff is more than happy to do a short tutorial with you so that your school can review how the technology will work at your location for the audio seminar. Please call the ISACS staff at 312-255-1244 and give us a few days notice to set up a convenient time.

What time should I call in?

Please call in 5-10 minutes prior to the start of the audio seminar. You should call in on the telephone before logging onto the computer.

What should you do if you have to call in after the start time?

Please be aware that we start and end the audio seminars promptly. If you have to join us after the start time we ask that you call in and remain as quiet as possible. The moderator will mute your phone line as quickly as possible.

Tips from other schools:

- If a learning bridge topic is geared towards parents, invite parents to come to the school and have a follow up conversation with faculty.
- If you are having a large group for the Learning Bridge Audio Seminar you may want to log onto the Internet at two computers (there is no additional charge for this) and allow participants to post questions during the seminar using one computer and have the other computer available to view the PPT slideshow.
- Make copies of the PPT slideshow for all participants ahead of time.
- Review the Learning Bridge Audio Seminar with your technology person just to make sure it runs smoothly.

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If you have additional questions or would like to schedule a tutorial, please call ISACS at 312-255-1244.