INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA

All Sessions are **FREE**

Indiana State Organization
"Celebrate the Society"
ZOOM Registration Form for 2020 C.C.O.T.

Registration for a Zoom CCOT Session: Each individual chapter officer/committee chairman should complete the form. *For those who are uncomfortable using Zoom, there will be multiple practice sessions offered before your meeting. The CCOT sessions will be limited in size to make the session more personal.

Therefore, mark your 1st, 2nd, 3rd and 4th choice. Register early to get your 1st choice!

All scheduled meetings are listed on **EASTERN TIME.**

Once you have registered, you will be sent an email with an invitation to that meeting which will include a link, a meeting ID number, and a password. This invitation will be sent **two days in advance** of the meeting.

A record will be kept of all chapter members who attend any of the CCOT sessions for the purpose of fulfilling the requirements for the Golden Key Award.

_____ I do NOT grant permission to have my name and/or Zoom screen shot published in *The Hoosier Newsette* or on the Indiana State Organization website.

Name _____ Chapter _____

Address _____City _____Zip _____

Email:_____ Phone _____

Chapter President Session

____ Monday, June 22	10:00 AM
____ Friday, June 26	10:00 AM
____ Tuesday July 14	2:00 PM
____ Wednesday, July 15	7:00 PM
____ Friday, July 17	10:00 AM

Programs (1st Vice Pres.) Session

____ Monday, July 13	10:00 AM
____ Wednesday, July 15	2:00 PM
____ Thursday, July 16	2:00 PM
____ Saturday, July 18	10:00 AM

Membership (2nd Vice-Pres.) Session

____ Monday, June 22	10:00 AM
____ Tuesday, June 23	7:00 PM
____ Thursday, June 25	2:00 PM
____ Friday, June 26	10:00 AM

Secretary Session

____ Wednesday, June 17	10:00 AM
____ Thursday, June 18	2:00 PM
____ Tuesday, June 23	2:00 PM
____ Thursday, June 25	10:00 AM

Treasurer Session

____ Monday, June 15	2:00 PM
____ Thursday, June 18	10:00 AM
____ Monday, June 22	2:00 PM
____ Tuesday, June 23	10:00 AM

Publicity/Communication Session

____ Tuesday, July 14	10:00 AM
____ Wednesday, July 15	2:00 PM
____ Thursday, July 16	7:00 PM
____ Saturday, July 18	10:00 AM

Parliamentary Session

____ Tuesday, June 16	2:00 PM
____ Wednesday, June 17	2:00 PM
____ Thursday, June 25	7:00 PM
____ Tuesday, July 28	2:00 PM
____ Wednesday, July 29	2:00 PM

This session is basic parliamentary procedure for chapter parliamentarians and may be of interest to chapter presidents. You are most welcome to join us.

*All sessions are free. Downloading Zoom and joining the meeting is also free. I have already helped members from 3 different organizations get on Zoom so they may join their meetings. I have done over 15 practice sessions including people who do not feel comfort using the computer. One person who had never even downloaded a program by herself was able to attend her chapter Zoom meeting.

Besides your computer, you can use your iPad or smartphone. Smartphones are not ideal as you can only see one person at a time. If you do not have a computer or have poor internet connection, you can call a special number on your cell phone or landline. You will not be able to see anyone, but you will be able to listen to the presentation, hear everyone, and participate in the discussion or ask questions.

Practice Sessions are for anyone from the novice to someone who has used Zoom but just wants to check in with me. Sessions are usually 45 minutes or less. Feel free to stay longer, or you can join the meeting until you are comfortable with using Zoom and then leave.

Practice Sessions for June CCOT will be the weeks of June 1-6 and June 7-13; special times the rest of June are possible but only if needed.

Practice Sessions for July CCOT will be the weeks of June 29-July 4 and July 5-11; special times the rest of July are possible but only if needed.

--Jo Ann Manes

SEND REGISTRATION FORM TO: Jo Ann Manes

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