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THE FOLLOWING IS A BROADCAST EMAIL TO ALL OVS FUNDED VICTIM ASSISTANCE PROGRAMS

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Dear Colleague:

Please join the Office of Victim Services (OVS) for a Federal Reporting Requirement Training Webinar on November 18, 2015 at 10:00 am. This webinar will provide training for those who were unable to attend the sessions at the 2015 OVS Conference or for anyone needing a refresher course.

Details on how to access the webinar are below:

**NYS Office of Victim Services Federal Reporting Requirements - Live Meeting**  
Wednesday, November 18, 2015  
10:00 A.M. – 11:30 A.M.

To attend click on:

[Join the November 18th Live Meeting Now!](#)

If you experience any problems logging into the Live Meeting event using the clickable link above, please copy and paste the entire URL below into the address bar of your Internet Explorer browser. Be sure to copy the entire link beginning with https and ending with 111815.

[https://www.livemeeting.com/cc/dcjs/join?id=Nov\\_18\\_OVS&role=attend&pw=Attendee111815.](https://www.livemeeting.com/cc/dcjs/join?id=Nov_18_OVS&role=attend&pw=Attendee111815)

\*It is important that you accept the default settings for the Meeting ID and Meeting Key when joining the training session.

\*This session will also be made available via Internet audio broadcast. If you have a sound card and speakers installed with your PC, you will be able to listen to the audio portion of the presentation directly through your PC. If you do not have a sound card and speakers attached to your PC, then you will need to dial in using the toll-free teleconferencing information listed below.

NOTE: New Phone Number and Pass Code!

AUDIO PORTION (For attendees that do not have sound card and speakers installed with their PC)

- 1) Dial (Toll-free): 1-866-394-2346
- 2) Participant Passcode: 5148663596#

## DOWNLOAD INSTRUCTIONS

Attending PCs will require a one-time download and installation. The Live Meeting Windows console needs only one installation for all future meetings attended from the same PC. This download/install is automatic for first-time Live Meeting attendees at the time they connect.

### Live Meeting 2007 Auto Install & System Compatibility Test

To avoid potential download-related delays at start time, please take a moment to prepare your PC in advance by copying and pasting the URL listed below into your Internet browser:

<http://go.microsoft.com/fwlink/?LinkId=90703>

Please note: If you have permission to install software from the Internet on your computer, choose the "Recommended (15 MB)" installation option. If you cannot install software on your computer, select the "Use Web Console (Fastest)" installation option.

Please note that the Web Console (Fastest) option has limited functionality. (Not recommended)

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### Live Meeting Technical Assistance:

When installing the Windows client, attending the Live Meeting session, or at any time, users can call Live Meeting Technical Support at 866-493-2825 for assistance.

On behalf of the New York State Office of Victim Services, thank you for your commitment to providing the highest quality service to innocent victims of crime in New York State.

Sincerely,

### **Emma Graham**

Supervisor, Contract Administration

#### **New York State Office of Victim Services**

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