MEMORANDUM TO: Directors of Education

FROM: Kit Rankin
   Director, Field Services Branch

DATE: March 8, 2007

SUBJECT: Invitation to a webcast on 2007-2008 Grants for Student Needs

On Monday March 19th, the Minister of Education, the Hon. Kathleen Wynne, will be making a public announcement of the 2007-2008 Grants for Student Needs.

Following the announcement, Chairs, Directors of Education and Senior Business Officials are invited to participate in a webcast briefing of the Grants for Student Needs scheduled to begin at **11:30 am**. The webcast will last approximately 1 hour and will be in both French and English. We encourage participants from the same board to join in from a common access point, in order to maximize the quality of the communication.

Minister Wynne will brief you on the 2007-2008 Grants and ADMs Nancy Naylor and Dominic Giroux will be on hand to take questions which may arise during viewing.

Further details about the webcast are provided in the attached document and materials will be sent to you electronically on March 19th in advance of the webcast.

We hope you will be able to join us on the 19th.

If you have any questions regarding this webcast, please contact your Regional Office.

Kit Rankin
Technical Information for the webcast

1. Equipment required:

- PC or Laptop with Windows XP, IE Explorer, & Windows Media Player
- Location must have an Internet connection. A high speed dedicated connection is preferred, but dial-up will also work.

2. Webcast preparation:

- Please set up your equipment by 11:15 am. Once set up, open the internet browser on the laptop and enter the following URL:
  http://events.onlinebroadcasting.com/ontarioeducation/030807/index.php

Click on Log-in, and enter your email address and the password ‘education’ to enter the webcast. The webcast session will begin at 11:30 am.

Please note that the quality of the webcast depends on your individual network. However, once you are logged in, the following options are available:

Option 1: This option is for “High Speed” internet users and should be the choice for the majority of viewers.

Option 2: This option is for dial up viewers only. If you do not have high speed but have internet access select this option.

Option 3: This option is to be selected only if the first two fail. It is audio only with synchronized slides.

Note: If you do not have access to a computer or internet access, you can place a teleconference call to listen in. Please call 1-866-368-6248 and enter the passcode 4500727 followed by the # sign.

3. Questions:

- During the webcast, you will notice a button labelled ‘Ask a Question’ to allow questions to be submitted online. Clicking this will open a text box where questions can be submitted at any time. The questions should be prefaced with the full name of the School Board.

The moderator at the main site will collect the questions and the presenters will respond to as many as possible in the time available.

4. Technical Support:

- In the event of a technical problem during the broadcast, please call 1 888 380 7774 ext. 250 for assistance.