

## Tentative Agenda

**TRAINING FOR LEGISLATORS****Monday, December 6****Concurrent sessions - "Tips, Tricks, Techniques, and Survival Kits"** (for returning legislators)

- 1:30 - E-mail - Roughrider Room - *Deb Gienger, Information Technology Systems Administrator, Legislative Council*  
3:00 p.m.
- Internet - Harvest Room - *Maryann F. Trauger, Manager, Information Technology Services, Legislative Council*
- Word processing (includes instruction in use of secretarial services) - Sakakawea Room - *Mary Janusz, Information Technology Education Administrator, Legislative Council*
- 3:15 - E-mail - Roughrider Room - *Deb Gienger*  
4:45 p.m.
- Internet - Harvest Room - *Maryann F. Trauger*
- Word processing (includes instruction in use of secretarial services) - Sakakawea Room - *Mary Janusz*
- 3:00 - Voting system use - House desk (Speaker of the House and Chief Clerk of the House) - *George Gerhardt, Consultant, and J. A. Dvorak, Information Technology LAN Technician, Legislative Council*  
4:00 p.m.
- 4:00 - Voting system use - Senate desk (Secretary of the Senate and President of the Senate) - *George Gerhardt and J. A. Dvorak*  
5:00 p.m.

**Tuesday, December 7****Concurrent sessions - "Tips, Tricks, Techniques, and Survival Kits"** (for returning legislators)

- 10:45 a.m. - E-mail - Roughrider Room - *Deb Gienger*  
12:15 p.m.
- Internet - Harvest Room - *Maryann F. Trauger*
- Word processing (includes instruction in use of secretarial services) - Sakakawea Room - *Mary Janusz*
- 2:15 - E-mail - Roughrider Room - *Deb Gienger*  
3:45 p.m.
- Internet - Harvest Room - *Maryann F. Trauger*
- Word processing (includes instruction in use of secretarial services) - Sakakawea Room - *Mary Janusz*

**Wednesday, December 8****Concurrent sessions - "Tips, Tricks, Techniques, and Survival Kits"** (for returning legislators)

- 1:15 - E-mail - Roughrider Room - *Deb Gienger*  
2:45 p.m.
- Internet - Harvest Room - *Maryann F. Trauger*
- 11:30 a.m. - **New legislators** (with experience in use of computers) - Sakakawea Room -  
5:30 p.m. Training in the use of personal computers - *Mary Janusz*

**Thursday, December 9**

9:00 a.m. - **New legislators** (with limited experience in use of computers) - Sakakawea Room -  
4:00 p.m. Training in the use of personal computers - *Mary Janusz*

**Monday, January 3**

8:30 - LAWS training for legislators (by signup - limited to 46) - Brynhild Haugland Room -  
11:00 a.m. *Maryann F. Trauger*

11:30 a.m. - LAWS training for legislators (by signup - limited to 46) - Brynhild Haugland Room -  
2:00 p.m. *Maryann F. Trauger*

2:30 - LAWS training for legislators (by signup - limited to 46) - Brynhild Haugland Room -  
5:00 p.m. *Maryann F. Trauger*

**Tuesday, January 4 - End of session**

- By appointment - Training on use of software as requested - *Mary Janusz*
- Via Internet - Individual online learning in the use of software as requested -  
Legislator's desk, office, or home - *Mary Janusz*