



**DEPARTMENT OF ADMINISTRATION**

**209 E. Musser Street, Room 200  
Carson City, Nevada 89701-4298  
(775) 684-0222  
Fax (775) 684-0260  
<http://www.budget.state.nv.us/>**

**All Agency Memorandum #2010-04**  
January 19, 2010

TO: All Agencies  
FROM: Andrew K. Clinger, Director  
SUBJECT: Financial Manager's Seminar Webinar Test

The Financial Manager's Seminar is going to be held at the Governor's Mansion on February 10, 2010. Due to the limited seating in the Nevada Room, the seminar will be accessible as a webinar to those employees who are unable to attend the seminar in person.

In order to insure you are able to register and view the webinar, a "test" webinar has been set up for Thursday, January 21, 2010 from 1:00 p.m. to 3:00 p.m. An invitation link to the test webinar is below. If you have any issues with the webinar link or software, please contact your IT staff for assistance. You must have Administrator rights to your computer in order to access the webinar as you will be instructed to download software for the webinar.

If possible, it is recommended that IT staff set up a computer and projector in a conference room and have employees view the webinar together. There will be question and answer opportunities via the webinar throughout the seminar and designating one individual to submit questions will be helpful.

**Reserve your Webinar testing seat now at:**

<https://www1.gotomeeting.com/register/749513889>

After registering you will receive a confirmation email containing information about accessing the "test" Webinar scheduled for Thursday, January 21, 2010.

**System Requirements:**

Speakers

Required: Windows® 2000, XP Home, XP Pro, 2003 Server, Vista

Macintosh®-based attendees:

Required: Mac OS® X 10.4 (Tiger®) or newer

A handwritten signature in black ink, appearing to read "Andrew K. Clinger".

Andrew K. Clinger, Director