



**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 #2010-05**

January 22, 2010

TO: All Agencies

FROM: Andrew K. Clinger, Director

SUBJECT: Financial Manager's Seminar Webinar Test

Thank you for participating in the test webinar yesterday. The Budget Office is going to hold one more test webinar on **Wednesday, January 27, 2010** from 1:00 pm to 3:00 pm to make sure everyone is able to connect to the webinar before the official seminar on February 10, 2010. You only need to make sure you can connect and view the presentation screen; you do not need to stay connected for the full 2 hour test.

The invitation 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.

Again, this is only a test webinar so when you log in to the webinar you will not necessarily hear someone speaking or see a presentation. You will be able to ask questions and when possible, a representative will answer your questions to test that capability.

Your participation is appreciated.

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

**<https://www1.gotomeeting.com/register/291038272>**

After registering you will receive a confirmation email containing information about accessing the "test" Webinar scheduled for Wednesday, January 27, 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 "A. Clinger".

Andrew K. Clinger, Director