Through collaboration with the Michigan Association and expertise of NPower Michigan, OPRA's IT Workgroup is pleased to announce a set of technology workshops that will be in conjunction with the 2009 OPRA Spring Conference. Our aim is to increase technology know-how to our members so that they can better achieve their missions.

Please join us for any or part of this two-day presentation.

CEU'S CREDITS ARE AVAILABLE!
Please see conference brochure.

Hotel Accommodations

**Rooms Are Limited
So Reserve Today!**

**EMBASSY SUITES HOTEL
5100 Upper Metro Place
Dublin, OH 43017
Phone: 614/790-9000
Toll Free: 1-800-EMBASSY (362-2779)
Fax: 614/798-8390
www.embassysuites.com**

**Ask for OPRA Group Rates:
Single or Double Room - $125.99 + tax**

The Embassy Suites Hotel is offering discounted room rates for OPRA Spring Conference Attendees. Please use the following code **OPC** when reserving your hotel rooms via the phone or on-line to receive the discount. Please make your room reservations directly with the Embassy Suites Hotel.

Registration Form

Company Name: _____

Attendee Name(s) & Titles: _____

_____

Address: _____

City/State/Zip: _____

Phone/Fax: _____

Email: _____

Payment Information:

OPRA Members Price

☐ One-day   - **$130.00**

☐ Both Days - **$205.00**

Non Member Price

☐ One Day   - **$205.00**

☐ Both Days - **$375.00**

Total Amount Enclosed $ _____

*Please make checks payable to OPRA.
Online Registration for the OPRA Spring
Conference is Available at : www.opra.org*

Cancellation Policy: Cancellation refund deadline is March 18, 2009. A $50.00 fee will be charged after that date. No Refund after March 18, 2009. Substitutions are accepted.

Please return entire registration brochure
as soon as possible
OPRA
30 Spruce Street, 2nd Floor
Columbus, OH 43215
Phone: (614) 224-6772
FAX: (614) 224-3340

Ohio Provider Resource Association
Providing choice and quality care for people with MR/DD

In Conjunction with The OPRA 2009 Spring Conference
♦
OPRA Presents Technology Workshops
♦
In partnership with Michigan Nonprofit Association & NPower Michigan

Register Today!

☐ **See You Online: Effective Virtual**
   Meetings
10:45 - 11:45 a.m.

Staff and board members can't always physically attend every meeting. However, using online meeting tools with voice and video, you can still involve people no matter where they are. We'll demonstrate how to use two common online meeting tools. More importantly, you'll learn several techniques to make online meetings more effective. (Intended for staff or board members needing to run online meetings; basic/intermediate level – should be comfortable using browser-based applications).

☐ **Tech Essentials (Part 1)**
  1:15 - 3:15 p.m.

Is your organization spending more than necessary on technology? Need to improve or expand how your agency uses technology? At NPower Michigan's TechEssentials webinar you'll learn how to get the greatest value for your technology dollars. This workshop will cover essential hardware, software and services, including: computers, software, cell phones, printers, websites, email, backup systems and training. (Best for small to mid-sized organizations without full-time technology staff)

☐ **Making Your Website Work For You**
  3:15 – 4:45 p.m.

Wanting to accept donations online, but not sure where to begin? Still using a Yahoo or Hotmail account for your agency? Tired of having to email press releases to a tech person, then waiting for them to post the changes to your website? It doesn't have to be this way!
Join us for a fast-paced workshop that will cover website essentials. This will include:
- How to get your own domain name (e.g., www.myagency.org)
- Free and low-cost options for designing and hosting your website
- Recommendations regarding what information should be available on your website
- The basics of how to set up your website to accept donations
This session is geared for non-technical agency staff who need to manage a web-site design (or redesign) process.

Wednesday, March 25, 2009

☐ **Tech Essentials (Part 2)**
  9:45 - 11:45 a.m.

Is your organization spending more than necessary on technology? Need to improve or expand how your agency uses technology? At NPower Michigan's Tech Essentials webinar you'll learn how to get the greatest value for your technology dol-lars. This workshop will cover essential hardware, software and services, including: computers, software, cell phones, printers, websites, email, backup systems and training. (Best for small to mid-sized organizations without full-time technology staff)

☐ **The Basics of Social Media**
  1:00 – 2:30 p.m.

Wondering exactly what a blog is or what a blog might do for your organization? Join us to learn the steps you'll need to take to leverage your web presence to better serve your mission. We'll cover many of the powerful, low cost social networking tools available to make managing your web site simple. We'll also show you how agencies are using new tools such as delicous, Flickr, Twitter, YouTube, Facebook and MySpace. (Aimed at non-technical users needing to create strategies to engage constituents via the Internet.)

☐ *Free and Low Cost Tools You Can Use*
  2:45 – 3:45 p.m.

Free tools? Yes, FREE (and a few low-cost) web-based tools and information you can use to: manage your data, create documents, share spreadsheets, learn how to use Microsoft Office, schedule meetings, accept online-donations, etc. You'll learn about all sorts of web-based resources other agency staff use every day! (Intended for any agency staff members inter-ested in learning about lots of useful web-based resources.)