



Memorandum

#11-045

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: April 1, 2011

SUBJECT: Bi-Annual RD Sharing Session – Qwest Web Conference

Join us for a bi-annual sharing session that focuses on the job duties of contract and staff RDs working for the WIC program. We will explore ways an RD can utilize their expertise and skills effectively in the clinic as well as discuss the resources and tools that are available to them.

This sharing session will be beneficial for RDs new to the WIC program and those who have been working for WIC awhile. The Qwest call will be presented twice by Angela Gil and Leona Duong in an effort to accommodate different schedules.

Qwest Dates and times:

Tuesday	4/26/2011	12:00 pm – 1:00 pm
Thursday	4/28/2011	12:00 pm – 1:00 pm

Qwest #: (866) 921 – 2203 (see WEB log-in instructions below)

Room #: *3357839*

Qwest WEB Conferencing information and Instructions for logging on:

1. You will need a telephone and Internet access with Internet Explorer.
2. Go to <http://qwest.conferencing.com/>
3. Click Participant Login. Participants will be prompted to type in meeting number ***3357839*** and their name.
4. Participants will be asked how they wish to access the voice portion of the meeting and will be prompted to identify if they choose options “Already Dialed In” or “Dial In Now”. If not already dialed in, choose “Dial In Now” and then call **(866) 921-2203**. Then enter the room number ***3357839*** to join the meeting and then your *personal identifier number* given to you on your computer screen to link your phone and web connections.
5. Plan on joining the meeting at least 15 minutes early in order to deal with any technical difficulties you may encounter. If you experience technical difficulties press ***10***, on the telephone keypad to access technical support.

If you have questions or require additional information, please contact Angela Gil, Nutrition Education Consultant, at (512) 341-4590 or angela.gil@dshs.state.tx.us, or Leona Duong, Dietitian Nutrition Specialist, at (512) 341-4520, or leona.duong@dshs.state.tx.us.