

# WISCONSIN ELECTIONS COMMISSION

212 EAST WASHINGTON AVENUE, 3RD FLOOR  
POST OFFICE BOX 7984  
MADISON, WI 53707-7984  
(608) 261-2028  
ELECTIONS@WI.GOV  
ELECTIONS.WI.GOV



COMMISSIONERS

BEVERLY R. GILL  
JULIE M. GLANCEY  
ANN S. JACOBS  
STEVE KING  
DON MILLIS  
MARK L. THOMSEN

ADMINISTRATOR MICHAEL HAAS

---

**DATE:** October 3, 2016

**TO:** Wisconsin Municipal Clerks  
City of Milwaukee Election Commission  
Wisconsin County Clerks  
Milwaukee County Election Commission

**FROM:** Allison Coakley  
Training Coordinator

**SUBJECT:** Polling Place Set-Up & Line Management

**Webinar for Clerks, Chief Inspectors and Poll Workers  
Polling Place Set-Up & Line Management**

**Wednesday, October 5, 2016: 10:00 a.m. – 11:00 a.m.**

**Web link:** <https://attendee.gotowebinar.com/register/2331205821529019651>

A well-organized polling place is the first step for providing that all voters can be processed efficiently and voters with disabilities can navigate the voting area and participate in the electoral process without assistance. This webinar will address polling place accessibility that begins in the polling place parking lot and continues into the voting area. We will also be offering some “best practices” for voter line management in the polls and passing on any tips shared by other election officials before or during the webcast.

**Reference materials for the webinar will be posted this afternoon or tomorrow morning.** The webcast will be posted by the Thursday following the session on the WEC website for clerks and election inspectors to review at their convenience: <http://gab.wi.gov/clerks/education-training/webinars>. The training counts toward recertification hours whether you participate in the live webinar or review the recording at a later date.

**Live Webinar Requirements**

You must be able to view videos on your computer, using a media application such as Windows Media Player. You will be connected to audio using your computer’s speakers. If you are unable to access the audio over your computer speakers, you may select “Use Telephone” after joining the webinar. Using the telephone for audio is a **toll charge**. If you have questions about the technical aspects of the webinar, please contact the Elections Help Desk at [elections@wi.gov](mailto:elections@wi.gov) or (608) 261-2028.

The webinar has a maximum of 500 participants. In response to input from clerks, phones will be muted to reduce ambient noise. Questions may be typed in and will be answered by WEC staff for the benefit of the participants as time allows. A list of Frequently Asked Questions (FAQs) generated from the webinar will be posted after the webcast.

We look forward to you joining us for the webinar on Wednesday. If you have any questions, please contact me: [allison.coakley@wi.gov](mailto:allison.coakley@wi.gov) or (608) 261-2033. Thank you.