

# WISCONSIN ELECTIONS COMMISSION

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**DATE:** September 6, 2016

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

**FROM:** Allison Coakley  
Training Coordinator

**SUBJECT:** Absentee Voting 101 webinar

**Webinar for Clerks, Chief Inspectors and Poll Workers (see note below)**

**Absentee Voting 101**

**Wednesday, September 7, 2016: 10:00 a.m. – 11:00 a.m.**

**Web link:** <https://attendee.gotowebinar.com/register/4571613594685595650>

Absentee voting is popular with voters, especially during high turnout elections in the fall. This “back to basics” webinar will review general absentee voting procedures: Type E Notice of absentee voting hours, in-person absentee voting in the clerk’s office, absentee voting by mail and processing absentee ballots at the polls on Election Day.

**Note:** Due to recent court decisions, this webinar will mainly focus on absentee voting duties and responsibilities of the municipal clerk, so please plan your training accordingly.

Reference materials for the webinar have been posted on our website as an attachment and a copy of the PowerPoint presentation will be posted shortly. The webcast will be posted by the Thursday following the session on the WEC website for clerks to review at their convenience:

<http://gab.wi.gov/clerks/education-training/webinars>. The training counts toward clerk and chief inspector 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.