



Wisconsin Elections Commission

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DATE: September 28, 2020

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

FROM: Brianna Hanson Allison Coakley
Elections Specialist Training Coordinator

SUBJECT: Polling Place Set-Up webinar

Webinar for Clerks, Chief Inspectors and Poll Workers Polling Place Set-Up

Wednesday, September 30, 2020: 10:00 a.m. – 11:00 a.m.

Registration Link: <https://attendee.gotowebinar.com/register/6477884213686363408>

This webinar will cover the essential steps for setting up your polling place for Election Day. We will provide best practices for polling place accessibility from parking lot to polling area and highlight some simple changes election workers may take to ensure accessibility. We will also be providing COVID-19 best practices to promote the health and safety of all voters and election workers. Curbside voting procedures and set-up will also be reviewed to ensure that all voters are able to utilize this voting process if they are unable to enter the polling place due to a disability.

The webcast will be posted by the Thursday following the session on the WEC website for election officials to review at their convenience and will include indexing by-topic: <http://elections.wi.gov/clerks/education-training/webinars>. The training counts toward training 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 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 allison.coakley@wi.gov or (608) 261-2033. Thank you.

Wisconsin Elections Commissioners

Ann S. Jacobs, chair | Marge Bostelmann | Julie M. Glancey | Dean Knudson | Robert Spindell | Mark L. Thomsen

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