



MINNESOTA STATE

**OFFICE OF GENERAL COUNSEL
SECOND THURSDAY: A WEBINAR SERIES**

The Office of General Counsel's next scheduled one hour Adobe Connect based legal seminar, available to campus administrators, faculty and staff at no charge, is scheduled for Thursday, December 14, 2017 at 10:00 a.m. College, university and system office employees may participate with supervisor approval. Please join us!

**THURSDAY, December 14, 2017
10:00 A.M.**

Crisis Management

Join Chief Marketing and Communications Officer, Noelle Hawton and General Counsel, Gary Cunningham for a discussion of legal and communications issues arising in emergency situations. The session will include recognizing an emerging crisis; first steps in response; communication do's and don'ts; and data privacy requirements.

Intended Audience: Administrators and Key Communicators. Presented by Gary Cunningham, General Counsel, and Noelle Hawton, Chief Marketing and Communications Officer.

To join the 10 a.m. presentation:

1. Go to <https://webmeeting.minnstate.edu/r946n01f4ygr>
2. Enter your StarID and Password.
3. Upon entering your meeting room, you will be prompted to **Join** your meeting's audio conference. For the best audio experience, select **Using Microphone** to use a microphone/headset connected to your computer. (See below for Adobe Connect information)

We always have time for questions. You may call in or e-mail questions prior to a scheduled presentation (contact information below); we welcome questions chatted in during the presentation, or at the end of the presentation.

PLEASE SEE BELOW FOR FALL SEMINAR DATES AND TOPICS



January 18, 2018 (Third Thursday)

Student Affairs Hotdish

February 8, 2018 TBD

March 8, 2018 TBD

April 12, 2018 TBD

Missed a presentation or want to view one again? The Office of General Counsel has hosted Second Thursday legal seminars (or webinars) each calendar school year since December 2009. For a complete listing of past Office of General Counsel Second Thursday presentations, follow this link: <http://minnstate.edu/system/ogc/webinars.html>

For more information call Amanda Bohnhoff, Office of General Counsel at 651-201-1676

If accommodations are necessary for individuals with disabilities to participate in this activity (e.g., wheelchair access, auxiliary hearing device, an interpreter), such accommodations can be made available upon advance request. Please contact Amanda Bohnhoff at 651-201-1676, via e-mail at amanda.bohnhoff@minnstate.edu, or TTY (651) 282-2660.

Adobe Connect

Make sure your computer is ready - Perform an [Adobe Connect Diagnostic Test](#) to make sure that your computer and web browser can run a web meeting with Adobe Connect.

Launch a Test Meeting - Use the "[Browser Check](#)" [meeting room](#) to make sure that your computer and web browser can launch an Adobe Connect meeting room. In this room, you can also test your computer microphone and web camera.

Adobe Connect Add-in - [Download and install the latest version of the Adobe Connect Add-In](#) [administrator permissions required] on your computer. If you don't have the Adobe Connect Add-In installed, don't worry, a temporary version ("Lightning download") of the Adobe Connect Add-In is launched.

Enabling Flash in your Browser - The Adobe Flash Player launches the Adobe Connect Add-In. [This tool from Adobe](#) allows you to see if Flash Player is installed on your computer and how to enable it in your web browser.

Need help during a meeting?

Call 1-866-922-9566. Meeting support is provided to Minnesota State by Arkadin Support.