

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

To: Public or Private Non-Profit Entities, Local Educational Agencies, Community-Based Organizations, Volunteer Literacy Organizations, Institutions of Higher Education, Libraries, Public Housing Authorities, Consortiums of these organizations and other eligible applications

From: Dr. Lanny Larson, Vice Chancellor of Workforce Education

Date: March 20, 2003

Subject: 2003-2004 Workforce Education Funding Opportunities Video Teleconference

The Florida Department of Education, Office of Workforce Education, is sponsoring a satellite teleconference from 10:00 AM – 11:30 AM EST, on Friday, March 28, 2003. The purpose of this teleconference is to highlight supplemental funding opportunities for eligible applicants for 2003-2004. The funding areas are **Adult Education, both continuation and new, and Carl D. Perkins Vocational Education.**

The teleconference will consist of:

- **Introduction:** Purpose of the teleconference, agenda, and overview of the new Office of Workforce Education
- **Adult Education:** New and continuation projects and data reporting
- **Carl D. Perkins:** Secondary, Postsecondary and Tech Prep
- **Bureau of Grants Management:** Tips on completing an "Error Free Application"
- **Live Questions and Answers**

LANNY D. LARSON
Office of Workforce Education

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To effectively participate in the telecast, please remember to download copies of the Request for Proposal and PowerPoint presentation from the Office of Workforce Education website at <www.firn.edu/doe/workforce/index.html>. Questions may be forwarded prior to or during the telecast. Questions submitted prior to the telecast should be submitted to <ike.gibson@fldoe.org> by 5:00 PM, March 26, 2003. As an added convenience, you will also have an opportunity to fax or phone in questions during the telecast. Fax and telephone numbers will be provided at the start of the teleconference.

If you are unable to view the satellite teleconference on the scheduled date, contact Dr. Ike Gibson at (850) 488-0415 to request a videotape of the teleconference.

Access the teleconference through:

The Florida Knowledge Network
Digital Channel 801
Florida Satellite Transponder
Help Desk (850) 488-7101

If your agency does not have satellite equipment, you may wish to contact the Media Center and/or technology director at a neighboring school district, community college or university or public library to make arrangements for viewing the teleconference.

For technical assistance prior to the telecast, call (850) 488-0415. Thanks and we look forward to visiting with each of you on Friday, March 28, 2003.

LL/sp

Attachment

**THE OFFICE OF WORKFORCE EDUCATION
2003-2004 FUNDING OPPORTUNITIES
VIDEO TELECONFERENCE
Friday, March 28, 2003, 10:00 AM – 11:30 AM, EST**

Feedback Form

Name: _____

Title: _____

Address: _____

Telephone: _____ **Suncom:** _____

Email: _____

Agency: _____

Host Site: _____

Instructions: Please assist us in improving future teleconferences by offering feedback regarding today's telecast. Place one check in each of the appropriate boxes for items 1-5 and provide a short response for items 6-7.

Section	Excellent	Good	Fair	Poor
1. How do you rate the Introduction presentation?				
2. How do you rate the Adult Education presentation?				
3. How do you rate the Carl D. Perkins Secondary, Postsecondary and Tech Prep presentation?				
4. How do you rate the Tips on completing an Error Free Application presentation?				
5. How do you rate the teleconference overall?				

6. Is teleconferencing an effective means of obtaining information?

7. What suggestions do you have for improving future teleconferences?

Return to:

Dr. Ike Gibson, Jr., Senior Educational Program Director

Florida Department of Education

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