



## What is a Work Incentives Seminar Event (WISE) Webinar?

The 2012 Work Incentives Seminar Event (WISE) Webinar Series is designed to encourage Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) beneficiaries to explore their work options, join the workforce, and for those who can, achieve financial self-sufficiency while reducing or eliminating their need for SSDI or SSI cash payments. Because WISE webinars are held online and enable anonymous participation, they provide a non-threatening, fully accessible learning opportunity for attendees who want to learn about Social Security's Ticket to Work program and Work Incentives.

## Planning a WISE Webinar Viewing Party

### Choosing a location

***WISE are free events; if you choose to hold a WISE at a location that charges a fee, you are responsible for the cost and Social Security cannot provide reimbursement.*** To hold a successful WISE Webinar Viewing Party you need to identify and secure meeting space that can accommodate approximately 25-30 people. Your office may be a great location for a WISE Webinar Viewing Party, but libraries, town meeting facilities, and other service provider locations are options worth considering. Plan for accommodating attendees who use wheelchairs, have service animals, or require assistive technology and services. Other items to consider when selecting your location include:

- Easy access via local or public transportation
- Internet access, preferably at no charge, in order to participate in the webinar.
- Little or no cost for securing the location.

### Securing the necessary equipment

To provide a fully accessible (and enjoyable!) WISE Webinar Viewing Party, you will need:

- Computer(s) and/or laptop(s)
- A projector and screen
- Telephone and speakers so all participants can hear the webinar presenters
- Chairs for participants (preferably at tables to facilitate those attendees who wish to take notes)

You should visit your viewing party connection and download and test the webinar software at least two days prior to the Webinar Viewing Party.

## Extending the invitation

WISE Webinar Viewing Parties are perfect opportunities to educate your clientele about the journey to work and greater self-sufficiency. Extend invitations to your existing client base and if you choose, promote the viewing party through your communications venues:

- Organizational calendar
- Social media channels, such as Facebook and Twitter
- Other web channels such as a website and blog
- Flyers and posters on bulletin boards and community sites (including VR agencies, ENs, P&A, One-Stops, libraries, schools, churches, etc)
- Email announcements
- Public Service Announcements
- Press Releases

You have access to viewing party resources such as electronic flyers announcing the WISE webinar and its logistics (date, time, location, access to materials) and a toolkit of WISE Viewing Party materials on the [Choose Work Blog](#). Some materials, like the invitation and blog, have space for you to personalize the material with your own contact information. You may want to send or forward the flyer, invitation, and/or checklists to other community partners, encouraging them to host a viewing party as well or extend your invitation to their clientele. We also encourage you to invite people to arrive about thirty minutes early in order to start viewing the webinar on time.

## Calling for the RSVP

We encourage you to have some method of registration to track registration against your location capacity. Ask invitees to respond five days in advance of the webinar should they have requests for assistive aids and services. In the event of an emergency cancellation, you can use the RSVP information to contact all registrants. If you do cancel a viewing party, post a notice at the viewing party location should a non-registered participant arrive.

## Providing materials

***You have access to a number of downloadable materials free of charge; as the WISE Webinar Viewing Party host however, you are responsible for any associated printing costs, and Social Security cannot provide reimbursement.*** The link below connects you to a toolkit of resources for your WISE Webinar Viewing Party.

Link to viewing party toolkit: <http://www.choosework.net/blog/jsp/bloglist.jsp>.

When you register for the WISE webinar at [www.choosework.net/wise](http://www.choosework.net/wise), you receive an auto confirmation with a link to the webinar participant materials. We encourage you to download, print, and distribute to your attendees the following WISE webinar materials:


- The presentation PowerPoint
- Choose Work wallet cards and other materials located on our [resource library](#)
- A list of available resources in your area (<http://choosework.net/resource/jsp/SearchByStateAction.jsp>)
- Other brochures or promotional materials you may have.



## Providing assistive aids and services

The WISE Webinar Viewing Party and the location you select must be fully accessible to all attendees. The following are possible assistive aids and services requests you may receive:

- American Sign Language interpretation
- Tactile interpretation
- Assistive listening devices
- Braille materials
- Large print materials
- Electronic materials such as CD versions



We encourage you to plan ahead for assistive aids and services requests. National resources for information on these services include [NFB](#) and [Registry for Interpreters for the Deaf](#). Local resources for locating these services may include your State Vocational Rehabilitation Agency, Center for Independent Living, ADA Center, etc.

## Hosting a WISE Webinar Viewing Party



### Setting up the room

As the host, you will want to be sure your location provides a low-threat environment, best suited for watching the WISE and encouraging interaction, and open conversation. For example, a classroom-style arrangement allows people to enter the room without much disruption while a conference-style setting makes latecomers more obvious. Everyone should feel welcomed and comfortable. Consider the following ideas as you set up your room:
















- A large conference table for groups of 10 or less is more intimate and often results in more participation.
- A classroom-style arrangement of chairs and tables is more formal and beneficiaries may be reluctant to participate in this type of setting, but it is however, more convenient for larger groups.
- Keep aisles open with enough space for people using wheelchairs or other assistive devices to move about comfortably.
- Arrange the room with the entrance at the back of the room and the projector/screen at the front; latecomers can get in the door and find a seat without disrupting the event.
- Set plenty of chairs near the door, but encourage people who arrive early to sit in the front of the room. To avoid presentation interruptions, the host should post a greeter at the entrance; the greeter should remain at the door even after the presentation has begun.

### Day-of WISE Webinar Viewing Party Checklist:

On the day of your WISE Webinar Viewing Party, we encourage you to arrive one hour early. This way, you can test the technology and phone connections and greet any early arrivals.

Some additional tips for the day of the webinar include:

- If you choose to provide refreshments, position your table toward the rear of the room. (Recall that you are responsible for the cost of refreshments, and that Social Security cannot provide reimbursement.)
- Download, print, and provide optional sign-in cards to track attendance; don't forget to collect contact information so you can follow up with them after the event!

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- Introduce yourself to the group by telling them who you are, the services you provide, and how you can support them through Ticket to Work
  - Invite others to introduce themselves; conduct a fun, short icebreaker.
  - Provide paper/pens so people can take notes and jot questions during the webinar.
  - During the webinar, make sure to respond to the polling questions to indicate how many people are in the room with you. This will help us measure the success of WISE Webinar Viewing Parties.
  - Toward the end of the event, give each attendee the WISE Webinar Survey; remind attendees that they do not have to provide their name or contact information on the survey.
  - After the event, thank participants for attending; pass out additional employment service materials; invite them to book a follow-up session with you!