



Spring Training for Service Providers

Schools and Libraries Program Training Agenda

April 2007

7:30 am - 8:30 am	Registration (Continental breakfast provided)
8:30 am - 8:45 am	Welcome
8:45 am - 10:15 am	Overview of the Schools and Libraries Process from the Service Provider Perspective
10:15 am - 10:30 am	Break (Refreshments provided)
10:30 am - 11:45 am	Do's and Don'ts for Service Providers
11:45 am - 12:30 pm	Lunch (Box lunch provided)
12:30 pm - 1:15 pm	Group Activity - Case Studies
1:15 pm - 2:30 pm	Eligible Services
2:30 pm - 2:45 pm	Break (Refreshments provided)
2:45 pm - 4:00 pm	Invoicing and E-notifications
4:00 pm - 4:30 pm	General Questions
4:30 pm	Adjourn