

# State Election Administrators Training

Continuing Education Session  
Wednesday, August 1, 2012 – Denison  
Wednesday, August 8, 2012 – Cedar Rapids

## Agenda

		<u>Credits</u>
8:15 – 8:55 a.m.	Registration	
8:55 – 9:00 a.m.	Welcome & Housekeeping	
9:00 a.m. – 12:15 p.m.	IVOTERS (includes unscheduled breaks) Secretary of State’s Election Staff	
	Election Management	1.00
	Voter Registration & Correspondence	1.00
	Processing Absentees	1.00
12:15 – 1:00 p.m.	Lunch	
1:00 – 2:00 p.m.	IVOTERS Scenarios / Exercises Secretary of State’s Election Staff	1.00
2:00 – 2:10 p.m.	Break	
2:10 – 4:10 p.m.	Panel Discussion Lois Huitink, Sioux County Auditor – Moderator (Denison) Eric Van Lancker, Clinton County Auditor – Moderator (Cedar Rapids)	
	Training Precinct Election Officials – The Basics	.50
	PEO Closing Procedures at the Polls	.50
	Election Night Closing Procedures at the Auditor’s Office	1.00
4:10 p.m.	Housekeeping & Adjournment	