

# State Election Administrators Training

Core Course I  
April 16 – 18, 2013

Hilton Garden Inn Jordan Creek  
205 S 64<sup>th</sup> St  
West Des Moines, Iowa

## Schedule

		<u>Credits</u>
<b>Tuesday, April 16</b>		<b>6.00</b>
9:45 – 9:55 a.m.	Registration	
9:55 – 10:00 a.m.	Welcome & Housekeeping	
10:00 a.m. – 12:00 p.m.	Election Basics & Planning Sarah Reisetter, Director of Elections, Secretary of State's Office	2.00
12:00 – 12:45 p.m.	Lunch	
12:45 – 1:45 p.m.	Election Basics & Planning cont Sarah Reisetter, Director of Elections, Secretary of State's Office	1.00
1:45 – 4:00 p.m.	Voter Registration part 1 (includes 15 min break) Marisa Roseberry, Ass't Director of Elections, Secretary of State's Office	2.00
4:00 – 5:00 p.m.	Preparing Election Equip Carla Becker, Delaware County Auditor	1.00

<b>Wednesday, April 17</b>		<b>8.00</b>
7:00 – 8:00 a.m.	Breakfast	
8:00 – 9:30 a.m.	Ballot Preparation Mary Mosiman, Deputy Secretary of State	1.50
9:30 a.m. – 10:30 p.m.	School Elections Eric Van Lancker, Clinton County Auditor	1.00
10:30 – 10:45 p.m.	Break	
10:45 – 12:15 p.m.	Breakout sessions	1.50
	Voter Registration part 2 Marisa Roseberry, Ass't Director of Elections, Secretary of State's Office	
	Tools of the Trade – Election Laws Sarah Reisetter, Director of Elections, Secretary of State's Office	
12:15 – 1:00 p.m.	Lunch	
1:00 – 2:30 p.m.	Breakout sessions	1.50
	Tools of the Trade – Election Laws Sarah Reisetter, Director of Elections, Secretary of State's Office	
	Canvassing Elections Tim Box, Deputy of Elections, Linn County Lucy Martin, Story County Auditor	
2:30 – 2:45 p.m.	Break	
2:45 – 4:15 p.m.	Breakout sessions	1.50
	Voter Registration part 2 Marisa Roseberry, Ass't Director of Elections, Secretary of State's Office	
	Canvassing Elections Tim Box, Deputy of Elections, Linn County Lucy Martin, Story County Auditor	
4:15 – 5:15 p.m.	City Elections Mary Mosiman, Deputy Secretary of State	1.00

**Thursday, April 18**

**6.00**

7:00 – 8:00 a.m.	Breakfast	
8:00 – 10:00 a.m.	Absentee 1 Sarah Reisetter, Director of Elections, Secretary of State’s Office Marisa Roseberry, Ass’t Director of Elections, Secretary of State’s Office	2.00
10:00 a.m. – 10:15 p.m.	Break	
10:15 – 12:15 p.m.	Absentee 2 Sarah Reisetter, Director of Elections, Secretary of State’s Office Marisa Roseberry, Ass’t Director of Elections, Secretary of State’s Office	2.00
12:15 – 1:05 p.m.	Lunch	
1:00 – 3:00 p.m.	Absentee 3 Sarah Reisetter, Director of Elections, Secretary of State’s Office Marisa Roseberry, Ass’t Director of Elections, Secretary of State’s Office	2.00
3:00 p.m.	Housekeeping and dismissal	