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Sara Gonso Tait
Executive Director

January 11, 2021

To: Charity Gaming Training

From: Mark R. Mason, Assistant Director
Charity Gaming Division

Re: General Knowledge and mandatory Settlement Agreement training.

All Settlement Agreement training and General Knowledge training sessions will be conducted electronically via Microsoft Teams. This software is free to your organization and is an easy-to-use social media application. This software can be installed on Mac or Windows based devices and may be downloaded to computers and smart phones.

To download Microsoft Teams please go to <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

There will be two training sessions on each day listed. Training will start at the designated times. Depending on questions, the training event should last between 60 and 90 minutes.

February 9, 2021 starting at 2:00pm and 6:00pm Indianapolis time
May 11, 2021 starting at 2:00pm and 6:00pm Indianapolis time
August 10, 2021 starting at 2:00pm and 6:00pm Indianapolis time
November 9, 2021 starting at 2:00pm and 6:00pm Indianapolis time

To register, simply email Lisa Nichols at lnichols@igc.in.gov with the names and positions of those wishing to attend to reserve your seat(s). Classes will be limited to 50 registrants per class session. Questions will be answered via the "notes" function of Microsoft Teams.

Upon the conclusion of the training, each attendee will be required to send an individual email to lnichols@igc.in.gov with the attendee's name, position, organization name and the answers to any test questions and/or key words associated with the presentation. No group emails will be accepted. Attendees will receive acknowledgement of their email submission for record and a copy of the presentation slides.

Regards,

A handwritten signature in black ink that reads "Mark R. Mason".

Mark R. Mason, Assistant Director
Charity Gaming Division