

February 2016

Oregon Government Ethics Commission AdobeConnect Webinar Training Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 2:00 – 3:00 PM New Employee Orientation-You're a public official, now what!	3	4 3:00 – 4:00 pm Electronic Filing System Jurisdictional Contact Registration/Reporting	5
8	9 2:30 – 3:30 pm Executive Session	10 9:00 – 10:00 am Electronic Filing System Jurisdictional Contact Registration/Reporting	11 10:30 – 11:30 am Conflicts of Interest	12
15 Holiday President's Day Office will be closed	16	17	18 2:30 – 3:30 pm Electronic Filing System Jurisdictional Contact Registration/Reporting	19 2:30 – 3:00 pm Talk to Trainer
22	23 9:30 – 10:30 am Use of Office	24	25	26 2:30 – 3:00 pm Talk to Trainer
29 2:30 – 3:30 pm Lobby law				

Email ogec.training@state.or.us
to register for a webinar.

Please see the following page for more information

Information About Ethics Commission Webinars

The webinars are presented live by an OGEC trainer. Anyone may participate in any of these classes, but the number of available spaces is limited. Please register at least one day in advance by emailing OGEC.Training@state.or.us with the name and date of the webinar you wish to take. Webinars are provided free of charge.

You will need to be at an internet-connected computer. You can access the sound by either connecting to a conference telephone call, or through your computer speakers using VOIP.

These webinars work best on computers with recent operating systems, Internet Explorer 6.0, 7.0, or 8.0, at least 256 MB of memory, a processor speed of at least 1GHz, and an internet connection of at least 56Kbps.

This website will test your system to make sure you can successfully participate in an iLinc webinar:
<https://oregonconnect.ilinc.com/perl/ilinc/lms/systest.pl> . For a full description of the system requirements, please see the last page of this document.

Conference calls are clearer than VOIP, do not use any internet bandwidth, and allow you to speak to the instructor. VOIP sound is provided through your internet connection, but is a little less clear and uses 15KBps of bandwidth, so you need an internet speed of at least 100Kbps. Attendees listening via VOIP can type-chat with the instructor, but cannot be heard. You can choose to listen in by either method.

We can provide additional webinar trainings for any group on request.
Please contact OGEC to set up a free custom training.

Questions? Comments? Ideas? Contact an OGEC trainer at 503-378-5105 or OGEC.Training@state.or.us

OGEC Webinar Descriptions

New Employee Orientation (45 minutes)

Learn how Oregon Government Ethics law prohibits you from using your official position to obtain a financial gain or avoid a financial cost. Hear about financial benefits which, although they are available to you because of your official position, the law does allow. Learn about gifts and statutory conflicts of interest and more.

Conflicts of Interest (45 minutes)

Learn what the two types of statutory conflicts of interest are. Review the difference between actual and potential conflicts of interests. Hear what the law requires you to do when you face a conflict of interest.

Executive Session (1 hour)

Review the lawful reasons for holding an executive session. Learn how to lawfully convene an executive session. Review some actions that the law prohibits and some topics the law does not permit you to discuss during an executive session.

Gifts (45 minutes)

Learn how the law defines gifts, and how the law restricts your ability to accept gifts that might be offered to you. Analyze when the \$50 gift limit applies. Review how this statute affects your family members. Hear about gifts that may be accepted without limit because statute excludes them from the definition of a “gift”.

Lobbying (1 hour)

Learn how the law defines lobbying, who the law requires to register as a lobbyist, and what reporting requirements the law places on lobbyists.

SEI (45 minutes)

This class provides step-by-step instructions on how to complete the Annual Verified Statement of Economic Interest (SEI) form. Find out who has to file, what does not need to be reported on your SEI, what the two most common mistakes are.

Talk with a Trainer (30 minutes)

Take the opportunity to talk with a trainer about any ethics questions you may have, and hear questions asked by others.

Use of Office (1 hour)

Learn how the law prohibits you from using your official position to obtain a financial gain or avoid a financial cost. Hear about financial benefits which, although they are available to you because of your official position, the law does allow.

New:

Electronic Filing System: Lobbyist & Client/Employers (1 hour)

Learn how to navigate the new Electronic Filing System. Lobbyist and their Client/Employers will participate in a live demonstration by training staff. This class provides step-by-step instruction on how to register. Users will have the opportunity to ask questions.

Electronic Filing System: Jurisdictional Contacts (1 hour)

Learn how to navigate the new Electronic Filing System. Jurisdictional Contacts will participate in a live demonstration by training staff. This class provides step-by-step instruction on how to register. Users will have the opportunity to ask questions.

Electronic Filing System: SEI Filers (1 hour)

Learn how to navigate the new Electronic Filing System. SEI filers will participate in a live demonstration by training staff. This class provides step-by-step instruction on how to register. Users will have the opportunity to ask questions.

iLinc Webinar Computer System Requirements

Microsoft Windows, XP SP2, 2003 R2, Vista, or Win 7:

- Internet Explorer 6.0, 7.0, or 8.0 (Recommend ActiveX enabled)
- Internet Explorer 9.0 is not currently supported
- Firefox 1.5 or higher (Recommend Java installed)
- Memory: 128 MB; recommend 256
- For Vista: 1 GB
- Available Disk Space: 15 MB
- Processor Speed: 600 MHz; 1 GHz for sharing
- Native Data transport on HTTP/port 80 - firewall and proxy server friendly
- Bandwidth: 56 Kbps
- Display: 1024 X 768, 16-bit color
- For Viewing or Editing Recordings: Flash Plug-in 9.0.124 or newer

Apple® Mac® (runs on Intel-based computers):

- Mac OS® X 10.6 (Snow Leopard): Intel

- Mac OS® X 10.5 (Leopard): Intel
- Firefox 1.5 or higher
- Safari™ 2.0 or higher
- Java Runtime Environment (JRE) 5.0 or higher
- Memory: 256 MB; recommend 512
- Available Disk Space: 15 MB
- Processor Speed: 800 MHz; 1 GHz for sharing
- Native Data transport on HTTP/port 80 - firewall and proxy server friendly
- Bandwidth: 56 Kbps
- Display: 1024 X 768, 16-bit color
- For Viewing or Editing Recordings: Flash Plug-in 9.0.124 or newer
- NOTE: Users joining sessions from PowerPC machines will not have an optimal experience if streaming video or internet audio (VoIP) are enabled and used within the session.

If Using Internet Audio or Video during Online Sessions:

- Full duplex sound card

- Headphones with microphone (USB highly recommended)
- Video camera
- For Sending or Receiving Video:
 - Minimum Processor Speed suggested: 1.3 GHz
 - Recommended: 1.5 GHz or higher
 - Minimum Memory suggested: 1 GB
 - Recommend 100 kbps if using Internet Audio and/or Video
 - Voice and video on UDP 11730, HTTP 80 or HTTPS 443