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**Greg Small**  
Executive Director

December 29, 2023

## **2024 Online Charity Gaming Training**

**The information provided during the seminars is for both those wanting to learn more about charity gaming, as well as for those who are attending as a requirement listed in their organization's Settlement Agreement (disciplinary action) with our division.**

All 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 three separate training sessions on each day listed. All sessions will contain the same information. Training will start at 10:00am, 2:00pm and 6:00pm (Indianapolis Time). The training will last between 60 and 90 minutes.
- ❖ The dates of training are February 21, 2024, May 22, 2024, August 21, 2024, and November 20, 2024

***\*Please be aware, registrations must be submitted no later than five (5) business days before the seminar date. Registrations will not be available after this date. The Registration form and instructions can be found on our webpage.***

Non-Settlement Agreement attendees will receive the presentation slides via email within a few days of the training.

Within 3 business days after the training session, Settlement Agreement attendees must send an email attesting to their attendance. If the organization attendees attended as a group, one of the officers that attended must send an email for the group listing each attendee's name, position, and the organization's name. Emails must be sent to Lisa Nichols at [lnichols@igc.in.gov](mailto:lnichols@igc.in.gov). Settlement Agreement attendees will receive acknowledgement of their email submission for record and a copy of the presentation slides via email.

Regards,



Mark R. Mason, Assistant Director  
Charity Gaming Division