

## **ID Action VOTE 2008 Workshops – Local Host Information**

Iowa's DD Council and ID Action (Iowans with Disabilities in Action) will be out on the road again this summer hosting a series of workshops intended to encourage Iowans with disabilities to make their voices heard by getting out to vote.

These two-hour workshops will be interactive and experiential. The first hour will educate Iowans with disabilities on their rights and responsibilities, and voting options available. The second hour will be a "free time" where people can try out the new voting equipment to be used in polling places across the state this Fall, and become more informed voters by meeting the people running for office in their area.

ID Action wants to partner with local organizations to deliver these workshops. For more information, contact ID Action at 866/432-2846 or [info@idaction.org](mailto:info@idaction.org).

### **LOCAL HOST RESPONSIBILITIES**

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- Assist ID Action in finding an appropriate location for training and arranging refreshments.
- Assist with signing in people (a couple of volunteers to help people fill out "paperwork" and get their materials).
- Be a local contact for the workshop for both potential participants and the media.
- Enter any registrations/RSVPs received locally into the ID Action online, real-time registration form. ID Action staff will enter registrations/RSVPs received centrally through the ID Action email address or phone line. The online registration form can be accessed at [www.idaction.org](http://www.idaction.org).

- Help get the word out locally and invite organizations and individuals you know to attend.
- Invite the candidates for office in the area to participate in the informal “meet the candidate” portion of the workshop.
- Work with ID Action in making sure we are doing all we can to support you – and advise us on things we could do to better get the word out!

## **ID ACTION RESPONSIBILITIES**

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- Reimburse local hosts for any training-related expenses, such as food, beverages, and room rental. Participant transportation and staff time will not be reimbursed.
- Work with local hosts to secure location and arrange refreshments.
- Contact local media and ID Action members in the area to get word out.
- Track all RSVPs and follow-up as necessary.
- Make arrangements for any accommodations needed, including alternative formats for workshop materials and interpreters upon advanced notice.
- Deliver training and provide materials to all participants that RSVP.
- Provide all set up materials and assist in setting up site and registering participants.
- Contact county auditor and work with him/her on their role in training.
- Provide technical assistance to local hosts who may be uncomfortable or unfamiliar with any part of their responsibilities.