



Dear Chairs and Champions:

It is my pleasure to invite you to the 2012 Feds Feed Families, Chair and Champion training at the Office of Personnel Management, located at 1900 E. Street, Northwest, Washington, DC 20415. The training will be conducted on **May 18, 2012, from 10:00 a.m. to 12:00 p.m.**

Chairs and Champions who cannot attend the training in person can participate via conference call and/or Adobe Connect. The conference call number is (877) 927-1667 and the passcode is 2657961. The link for Adobe Connect is <http://opm.adobeconnect.com/ffftraining/>. After clicking on the link, select “**Enter as a guest**”, type in your **Name**, and click “**Enter Room**” to be connected to the training presentation.

If you are new to Adobe Connect, please test your connection prior to the start of the training. Test your connection at http://opm.adobeconnect.com/common/help/en/support/meeting_test.htm. You can also get a quick overview at http://www.adobe.com/go/connectpro_overview. A copy of the training slides will be provided in advance so you can follow along during the presentation.

Thank you for your personal commitment to helping families in need by leading your Agency’s effort in this government-wide food drive. Your leadership and commitment are essential to make this a successful event.

Please let me know if you will be participating in this event in person or from a remote location by **May 16, 2012**. You may RSVP for the training and send inquiries to fedsfeedfamilies@opm.gov and to me directly at duane.williams@opm.gov or call (202) 606-4667.

Sincerely,

Duane Williams
Program Manager
2012 Feds Feed Families Campaign