# ABOUT OTAN TRAINING: Workshop Descriptions

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| Workshop title | Technology and Distance Learning Symposium |
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| Workshop description | The Technology and Distance Learning Symposium is an annual event alternating between Northern and Southern California. Held at a different adult education site yearly, this 2 day training event is ideal for teachers, coordinators and administrators in the network of California adult education providers under the Adult Education and Family Literacy Act, WIOA Title II (federal grant administered by the Adult Education Office at the California Department of Education.) <br><br> The TDL Symposium offers dynamic presentations and hands-on skill development with relevant and new technology geared towards adult education. Attend and then start or grow your blended/distance learning programs and enhance technology integration in your adult education classrooms and programs. <br><br> The schedule and registration for the Technology and Distance Learning Symposium will be announced on the OTAN site as it becomes available. <br><br> For more information about this and other OTAN Workshops contact OTAN at support@otan.us or call 916-228-2580. |
| Session length | 2 days |
| Format | Events & Conferences: Links to professional development opportunities by California leadership projects and professional organizations. |

To find out more about any of these workshops, including dates and times offered, please check the [California Adult Education Professional Development Web site](#). This site has information on OTAN offered training, as well as training offered by CALPRO and CASAS.

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## Face-to-Face Workshop Requirements:

- The lab must contain at least one computer for every individual enrolled in a class - including the instructor.

- The Internet connection must be at least a T1 line.
- All computers being used must have Internet Explorer 9 or Firefox 20 or later and Adobe Acrobat Reader 10 or later.
- OTAN's Web site and its contents must be accessible on every computer used during a class.
- The instructor's computer station should be connected to an LCD projector and the room will need a screen for class viewing. (If a projector and/or instructor station is not available, OTAN can provide them).
- At least 10 participants must have completed the online registration 10 business days prior to the workshop.
- All Microsoft Office workshops require the correct version of Office to be installed on all computers in the lab to be used.
- Various workshops will require unblocked access to necessary Web sites.