

# KWIB Meeting Notices

## Outlook Format

Click here to **accept** the Meeting Invitation. An RSVP will be automatically sent to the meeting organizer

Click here if you are unsure if you will be able to attend. You will have the option to add comments to the RSVP

Click here to **decline** the Meeting Invitation. An RSVP will be automatically sent to the meeting organizer

The screenshot shows an Outlook window titled "WIOA Implementation Discussion - Meeting". The ribbon includes "File", "Meeting", "Merge E-mail Spaces", and "Adobe PDF". The "Meeting" ribbon has buttons for "Delete", "Accept", "Tentative", "Decline", "Propose New Time", and "Respond". Callouts from the text above point to the "Accept", "Tentative", and "Decline" buttons. The meeting details include: "Occurs the first Monday of every 1 month effective 4/6/2015 from 1:30 PM to 3:00 PM", "Accepted by Aguilar, Melissa (Education Cabinet) on 7/2/2015 1:55 PM", "From: Hack, Elizabeth M (Education Cabinet)", "Required: Brinly, Beth A (Education Cabinet); Cabe, Becky (OFB-FK); Kennedy, Jack B (OFB-FK); White, Mark (Education Cabinet); Collins, Lori H (OETCO-FK); Neal, Holly (OETCO-FK); Yates, Mindy L (OVR-FK); Flanagan, Allison A (OFB-FK); Hoskinson, Buddy (OVR-FK); McNabb, Cora L (OFB-FK); Beasley, Melissa G (OET-FK); Sutton, Michelle (OETCO-FK);", "Optional: Kuhn, Beth R (Education Cabinet)", "Subject: WIOA Implementation Discussion", "Location: CPT 3rd floor Large Conference Room", "When: Wednesday, July 15, 2015 3:00 PM-4:30 PM, (Monday, July 06, 2015 1:30 PM-3:00 PM)", and a calendar view for Wednesday, July 15, showing the meeting from 3:00 PM to 4:00 PM. At the bottom, there is a social network section with the text "Click on a photo to see social network updates and email messages from this person." and "Connect to social networks to show profile photos and activity updates of your colleagues in Outlook. Click here to add networks." followed by six placeholder profile photos and names: Hack, Elizabeth M (Educ...), Brinly, Beth A (Education...), Cabe, Becky (OFB-FK), Kennedy, Jack B (OFB-FK), White, Mark (Educatio...), and Collins, Lori H (OETCO-F...).

Meeting information will also be posted at

[www.kwib.ky.gov](http://www.kwib.ky.gov)