

Media Skill Building Sessions

Pricing, terms and sign-up guidelines.



Connection Set-up

Create, set up and test each web conference connection.

FREE!

1st Connection

First participant for any listed topic.

\$30 per session

2nd Connection

Second concurrent participant for the same topic.

\$20 per session

3rd Connection

Third concurrent participant for the same topic.

\$10 per session

In-person Sessions

Call to discuss topics, locations and participant materials.

Starting at \$240 plus expenses

Learn from the comfort of your own personal computer.

Account Set-up

Use the planning form to identify sessions and participants. Then, call **703.538.0980** to furnish your name, title, company name, billing address, telephone number, email address and the topics you are considering.

NOTE: A broadband Internet connection is required for web conferences.

Invoicing

Based on your requests—topics, dates, times and fees are confirmed by email. Additional arrangements may occur by either email or telephone. Sessions are paid in advance by credit card using the "Pay" button in the confirmation email.

Connection Set-up

The purpose of the connection set-up is to ensure that participants can see the conference screen on their computers and establish telephone contact. The set-up involves downloading a small application to enable screen sharing. During the set-up, participants are encouraged to identify issues they would like to discuss during the regularly scheduled session.

Web Conference Sessions

Shortly before the appointed time, participants receive an email with a session number in order to connect to the web conference. Immediately before the session, the first participant receives a call to begin the session. 2nd and 3rd connection participants establish telephone contact either through their own local telephone system or via a long distance conference call number that is part of the conferencing service.

Lytra, Inc. Guarantee

If the first connection participant is not satisfied within the first half hour session, he or she may cancel and receive a full refund.

