



# AGA Audio Conferences

## An Inexpensive Source of Continuing Education

Audio conferences, also referred to as tele-seminars or tele-conference calls, are a relatively new and cost-effective educational tool for chapters, government agencies and private firms. Envision a 100-minute radio talk show that provides 2 hours of continuing professional education (CPE) to the listeners. Further, since the last 20 minutes of the program is devoted to call-in questions, the audio conference is interactive between the listeners and the audio conference speaker panel.

The way it works is simple. AGA, generally in conjunction with the National Association of State Auditors, Comptrollers and Treasurers (NASACT) and the Association of Local Government Auditors (ALGA), will schedule and announce an upcoming audio conference on a government financial management subject of interest to the broadest group possible. Interested individuals and groups register online for the audio conference through a site coordinator, who receives a confirmation that includes the call-in telephone number and special PIN code. In effect, participants are purchasing the rights to listen in on the program. **Unlimited attendance** is permitted. For example, an AGA chapter can register for an audio conference and invite all its members and others to attend, perhaps in conjunction with a monthly chapter meeting. Everyone who signs up through the chapter and attends the audio conference will receive 2 CPE hours. Government agencies and private firms should consider the tremendous cost savings of providing training to staff without the disruption of travel.

AGA selects the audio conference panel based on the presenters' expertise. Each presenter follows an established script, generally a PowerPoint presentation that can be downloaded by the site coordinator, along with the speakers' bios, a sign-in sheet, and CPE application forms for the participants to complete and mail to AGA.

CDs of the audio conference can be purchased within a few weeks of the program for a nominal fee. Program participants receive a substantial discount on the CDs. Keep in mind that AGA is permitted to grant CPEs only to those who participate in the "live show," not to those who subsequently purchase and listen to the CD. However, chapters, agencies and firms can offer the CPEs as part of their training programs.

## How It Works

When registering, please provide the name and contact information for the site coordinator. This person will receive an e-mail/fax confirmation once registered and call-in instructions by e-mail about one week prior to the audio conference.

## Materials for the Audio Conference

Once the site coordinator has registered, he/she will receive a confirmation, which includes a link to a website containing speaker biographies, PowerPoint presentations and CPE materials for download. Speaker materials should be copied and distributed to participants prior to the audio conference so they can follow along during the call. Projecting the slides onto a screen will also enhance the program.

## How to Obtain CPE Hours

A registration confirmation will be sent to the site coordinators with links to a website where they can download a sign-in sheet to be completed the day of the event and faxed to AGA. A certificate of completion form, also available online, should be completed by participants and sent to AGA for processing. Once approved by AGA, the CPE certificate will be sent back to the individual participants.

## Cost

Each telephone line purchased is \$249, but the cost increases to \$299 the last few days before the audio conference. At the beginning of the program year, chapters have the opportunity to purchase several audio conferences at a significant discount. Also, government agencies and CPAG partners who register five or more offices for any audio conference can also receive a substantial discount. Attendance is unlimited, so the cost per CPE is incredibly inexpensive in comparison with other formal training events.

## Questions?

Contact **Raymond Harris, CGFM**, with program content questions. **Maria Lucas** handles registration and logistics.

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