



Webinar Registration Form

How To Write A Title IX Investigation Report: Evidence, Confidentiality & Credibility Assessments

Thursday, March 14 ~ 1:00-2:00pm (Eastern)

Once the live date has passed, this training will be available on demand.

Overview:

During this informative webinar, Claire K. Hall, J.D. will discuss best practices for writing a Title IX report, including considerations that should be made before the report is written, as well as the type of information that should be included in the report. Claire will provide information regarding best practices for structuring the report and considerations that should be made regarding credibility and confidentiality. Additionally, Claire will discuss the inclusion of relevant exculpatory and inculpatory evidence, which is specifically mentioned in both the 2017 Q&A on Campus Sexual Misconduct, as well as in the recently proposed amendments to the regulations implementing Title IX.

Objectives:

- Understand what steps to take in preparation for writing a Title IX investigation report
- Understand how to collect evidence in accordance with institutional policy
- Identify the types of information and evidence that should be included in the report
- Learn important considerations regarding confidentiality
- Learn how to include credibility assessments in the report, when appropriate

Who Should Attend?

- 2-year & 4-year institutions
- Administration
- Title IX Coordinator
- BIT Members
- Campus Safety
- Human Resources
- Student Code of Conduct Officers
- Any educator interested in learning more about Title IX



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Speaker(s)



Claire K. Hall, J.D.

UECAT Compliance Solutions

"In order to effectively fulfill their institutional obligations under Title IX, investigators must know how to write a comprehensive Title IX report that summarizes relevant exculpatory and inculpatory evidence."

Claire K. Hall, J.D. is an attorney and Principal of UECAT, LLC, where her work focuses on providing compliance, training and investigation services for colleges and universities. Claire has been practicing law for more than eighteen years and trains nationwide on a multitude of higher education compliance related topics, including compliance with Title IX. Claire is also an educational instructor for the National Center for Campus Public Safety's Trauma-Informed Investigation and Adjudication Institute. Before starting her own company, Claire was the legal adviser to a large university and was responsible for overseeing institutional compliance. Claire holds a Juris Doctorate from Tulane University Law School, a Masters in Communication from Emerson College and a Bachelor of Arts in Journalism from the University of Rhode Island.

Newsletter



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Registration Information

Print Name		Job Title	
Institution/Organization			
Address			
City	State/Province	Zip/Postal Code	Country
Telephone	Fax	Email	
Innovative Educators Password (Choose a password for our records and future registrations)		Assistant's email (For registration confirmations & pre-conference communication)	
How did you hear about this event? (email, listserv, colleague, conference, other) _____			

Payment Method

You can call us at 303.955.0415 or fax the completed form to 1.866.508.0860. If you would like to mail in the registration form and/or check, please send it to: Innovative Educators, 3277 Carbon Place, Boulder, CO 80301.

Paying by: (select one) Credit Card Check Purchase Order (if applicable) P.O.#: _____
 (If you select PO as your payment method, a PO number is required.)

Credit Card



Name on card		Account Number	
Billing Address	Billing City	Billing State	Billing Zip/Postal Code
Exp. Date	Security Code (last 3 digits on the back of Visa and MC)		

Packages & Pricing

Select your webinar package:

\$425 - 1 webinar (Unlimited connections at your institution and recording for one year)
 \$900 - 3 webinars (Save \$375)

\$1500 - 6 webinars (Save \$1050)
 \$3995 - Purchase Go2Knowledge to receive unlimited access to webinars & recordings for one year (Best Deal!)



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Login Directions

The login directions provide the following information:

- A link and a password for the event.
- A link to test webinar access. Please test your computer prior to the event.
- The date and time of the webinar. Please be sure to reference the time zone converter on the login directions to confirm your event time.
- Audio instructions: You can stream the audio over your computer speakers, but you may want to have a phone available for backup purposes.

You will receive the login directions twice via email. The process is as follows:

- 1 week prior to the live event: You will receive login instructions.
- 1-2 days prior to the event: You will receive a link to the presentation and any additional handouts. Copies can be made for attendees if desired.
- The day of the event: Participants can login to the IE Webinar 30 minutes prior to the start time. Once logged in, participants can see the PowerPoint slides, ask questions, and make comments via the chat feature.
- Participants are encouraged to save and print the login directions to refer to on the day of the webinar.

Site Connections

The basic registration fee allows you to access the webinar from one computer only. If you need multiple site connections, please register for the unlimited site connection price.

Recording Information

The Monday following the live event you will receive a link to the recording, it can be forwarded to all faculty and staff for viewing anytime, anywhere.

Recording Benefits:

- Share the presentation with other staff members
- Pause presentation for convenient viewing
- Review the presentation after the live event
- Train new hires throughout the year
- Show during an in-service training

Technical Details

Innovative Educators uses WebEx as its web conferencing provider. If you have not previously attended a WebEx event, please click here to make sure your computer is compatible with WebEx. Be sure to complete this test prior to the live conference. See system requirements for more information.

What equipment is required?

An Internet connection, computer speakers, and LCD projector are required if a large group is viewing the presentation. Participants can call in via phone if they are having trouble retrieving the audio over the computer. Please be sure to reserve a meeting room prior to the live event that can accommodate these requirements as well as your attendees. You should reserve the room 30 minutes prior to the webinar start time and allow at least 15-30 minutes after the webinar for discussion.

Cancellation Policy

- 30 days prior: Full refund
- 14 days prior: \$100 processing fee
- Less than 14 days: Credit towards another IE event

Satisfaction Guaranteed

We want you to be satisfied with your purchase. For questions, concerns, or problems, please email support@ieinfo.org or call 303.955.0415.