



Community Involvement University presents...

Superfund CIP and Fact Sheet Templates Webinar Series

TRAINING GOALS

Communication and outreach to Superfund communities, including site specific Community Involvement Plans (CIPs) and fact sheets, are key to meaningful and effective engagement. This webinar series provides hands-on demonstrations of the updated CIP and fact sheet templates, using building blocks within the Microsoft Word Quick Parts menu. The CIP and Fact Sheet Development Teams originally developed the templates in 2020.

Participants of the basic trainings will learn how to create CIPs and fact sheets using the templates. The advanced trainings will dive deeper into template customization and creating new building blocks.

Participants will learn to:

- Use the templates to develop customized CIPs and fact sheets.
- Insert and customize modular text and graphic elements.

WHO SHOULD PARTICIPATE

This EPA-only training is strongly recommended for Superfund CICs, RPMs and community involvement staff.

WHEN

All trainings will occur 1:00 p.m. – 2:30 p.m. EST

- CIP Template – Basic Skills: **Wednesday, December 4, 2024**
- CIP Template – Advanced Skills: **Tuesday, January 14, 2025**
- Fact Sheet Template – Basic Skills: **Tuesday, December 10, 2024**
- Fact Sheet Template – Advanced Skills: **Wednesday, January 22, 2025**

PRESENTER

Emily Chi, Skeo

REGISTRATION AND ADDITIONAL INFORMATION

- [Superfund CIP Template Webinar - Basic Skills course](#)
- [Superfund CIP Template Webinar - Advanced Skills course](#)
- [Superfund Fact Sheet Template Webinar - Basic Skills course](#)
- [Superfund Fact Sheet Template Webinar - Advanced Skills course](#)

These webinars will be offered on MS Teams.

A link to the event and a calendar invitation will be sent with the registration confirmation.

FOR MORE INFORMATION, PLEASE CONTACT

Paige Gibbons at gibbons.paige@epa.gov | 202-566-0395