



The Federal Long Term Care Insurance Program™



FLTCIP Virtual Seminar Instructions

✓ **STEP 1 - Order the FLTCIP Virtual Seminar Kit**

Our Virtual Seminar Kit includes everything you need to conduct a successful FLTCIP seminar, including:

- FLTCIP Video (available in VHS, DVD, or CD ROM format)
- Program brochures
- “Thank You” cards for attendees to request more personalized information
- A return-addressed, postage-paid envelope for you to mail us completed “Thank You” card requests
- Sample Information Kit and application
- FLTCIP pens

You can order the Virtual Seminar Kit by completing and faxing the “FLTCIP Order Form.” You may also contact your Account Manager directly, email literature@ltpartners.com, or call **1-800-LTC-FEDS** (1-800-582-3337) (TTY 1-800-843-3557). Please allow 7-10 business days for shipping.

✓ **STEP 2 - Book a Conference Room within your Organization to Air the Video**

An hour is more than sufficient to air the FLTCIP Video and to host the live “Q & A”. Be sure the conference room has a telephone with speakerphone, a television, and a VHS/DVD player. Smaller groups may prefer to air the video on a computer/laptop with the CD ROM format.

✓ **STEP 3 - Schedule the Live “Q & A” with a Program Consultant**

Call **1-800-LTC-FEDS** (1-800-582-3337) to schedule, or contact your Account Manager directly.

“Q & A” sessions may be scheduled between 8 a.m. to 7 p.m. (EST). (Please have a couple of dates and times in mind to ensure we can accommodate your request.) After taking your request, we will confirm your virtual seminar within 24 hours and will assign a Program Consultant who will be your primary seminar contact for all questions/issues.

✓ **STEP 4 – Day of the Virtual Seminar:**

- Distribute Materials** – By now, you will have received your Virtual Seminar Kit. Distribute one Program brochure, “Thank You” card, and FLTCIP pen to each attendee. Highlight the Program brochure as the information “take-away” and the “Thank You” card as the means to request personalized information.
- Air FLTCIP Video**
- Call Program Consultant** – Call your designated Program Consultant directly at the predetermined number to begin live “Q & A”.
- Collect and Mail Completed “Thank You” cards** – Encourage attendees to complete the “Thank You” cards for more personalized information, including a rate quote letter and Information Kit and application (show enclosed sample). Collect completed cards and mail in the return-addressed, postage-paid envelope provided. Alternatively, attendees can mail the card themselves.

No Access to a Speakerphone, or is a Live “Q & A” Logistically Impossible?

You can still have a successful Virtual Seminar where attendees can learn more about the FLTCIP and obtain personalized information. Just follow every step except Step 2.

In Step 4, direct attendees to call a FLTCIP Program Consultant at **1-800-LTC-FEDS** (1-800-582-3337) (TTY 1-800-843-3557) for individual assistance.