

General Audio Conference Dial-in Procedures (revised 1-8-2019)

1. Audio Conference session will be set-up 15 minutes prior to the start of the meeting. Attendees can access this session by using the following information:
 - a. Telephone Number: **1-888-585-9008**
 - b. Conference Code Number: **362260654 then #**
2. Attendee needs to select ***2** to mute their lines to avoid feedback and disruptive background noise or the attendee can utilize any mute capabilities with their personal phones.
3. Attendee needs to select ***2** again to un-mute their lines or utilize their un-mute capabilities with their personal phones when they want to talk.
 - a. After un-muting their lines, attendee should announce their name and request to ask a question or make a comment. They will then be recognized by the chairman and given the “floor” to ask questions or make comments.
 - b. Once their questions or comments have been asked and no further communications from the remote attendee is required, the remote attendee should mute their line again by selecting ***2**.
4. Step 3 will need to be repeated each time a remote attendee using the audio conferencing capabilities would like to comment or ask questions during the meeting.
5. During meeting breaks, the host (District Video Production Engineer) will mute the entire audio conference bridge for the duration of the break.
6. Once the meeting is completed, the remote attendees can just hang up the call.

Special Notes for Consideration:

- + It is highly recommended that a “**Land Line**” be utilized whenever possible to avoid any connectivity issues associated with cellular calls.
- + If the remote attendee is also attempting to view the meeting via the video streaming capability, if available, it should be noted that there is an **approximate 45 second delay** between the video stream and the live meeting.