Attending the Virtual Open Forum via Meeting One

Dial-in Number: 866-612-3137

1. Cell phones are discouraged. Please use landline phone, if possible.

2. Dial the toll free phone number provided above.
   
   Note: A voice prompt lets you know that you have joined the conference. If the Host has not yet arrived, you will hear music playing, this indicates that you are on hold (i.e., waiting in the “lounge”). You will remain there until the Host joins the conference and welcomes you.

3. All phones will be muted and you will not be able to be heard until the floor mode is open, which facilitates a Question and Answer session.

4. Questions will be held until the end of each agenda item and the Host will open the floor mode at the appropriate time.

5. Press * # to request the right to speak. The system records the requests from participants on a first-come, first-serve basis.
   
   Note: you will not be able to be heard until you receive the voice prompt “You have requested the floor. Your microphone has been turned on.” Please be patient, as you may have to wait a few moments.

6. Once you receive a voice prompt that your microphone is on, please state your name and the campus or college you represent for the benefit of participants and begin speaking.

7. If you wish to cancel your request to speak before you have been heard, press * # again, and your request will be taken out of the queue.