DM Program Live Meeting Instructions:

In a Microsoft Live Meeting session, presenters and attendees view slides and software applications in a browser while listening and speaking in a telephone conference. Please review connection instructions below and Participant Guidelines below:

Connection Instructions

If you have not used Microsoft Live Meeting previously:

The following link will look for the Live Meeting console on your system.
http://go.microsoft.com/fwlink/?LinkId=90703

If you are prompted to allow an install of the console, please allow. Although there is an alternate Web interface available, it does not have the full functionality of the console.

If it completes successfully you will be connected to a generic testing meeting room that displays some slides. You can close or exit.

Note: You can still participate using the Web-based Meeting Console if you are unable to use the Windows-based Meeting Console. An additional screen will be displayed after login if the Windows-based Meeting Console is not detected. You may need to scroll down to select the Web-based Meeting Console.

Not earlier than 30 minutes before the scheduled meeting:

1. Select the following URL (or copy/paste into a browser address line):
   https://www.livemeeting.com/cc/eiip/join?id=DMprogram&role=attend. This will be the permanent URL and you may wish to add to Favorites or Bookmarks for future reference.

2. Enter your real first and last name, email address and company when prompted. (This information will be used for meeting follow up only.)

3. Call the audio conference (toll-free) as directed on the meeting notice.

Participant Guidelines

1. Connection to Live Meeting: For first-time participants, please **check your connection** to Live Meeting at least a day in advance of the first event you plan to attend. If you have difficulty, please contact Amy Sebring, asebring@emforum.org.

2. Login: Please login to the Live Meeting using your **real first and last name** only. Please **connect a few minutes before** the scheduled program start so we can begin promptly.

3. Teleconference: If you listen to the meeting or presentation on your speaker phone, please **put your phone on MUTE** to screen out background conversations and noises. Do **NOT** put the call **on hold** as this frequently will introduce music or automated messages into the teleconference.

4. Help During Events: If you need technical or other assistance during the event, you may **use the direct chat feature** of Live Meeting to contact a Presenter as indicated in the participant list by double clicking on their name. Please do not attempt to contact the individual who is currently presenting, but select another person.

5. Q&A: The event Moderator will indicate when questions or comments will be accepted from participants. To indicate you wish to ask a question, **select the purple Question option** from the drop down "Feedback:" that is located at the top right corner of the screen.

The Moderator will call on you in turn. Once you have been called upon, please select the green Proceed option. Please keep your questions reasonably concise and related to the topic under discussion.
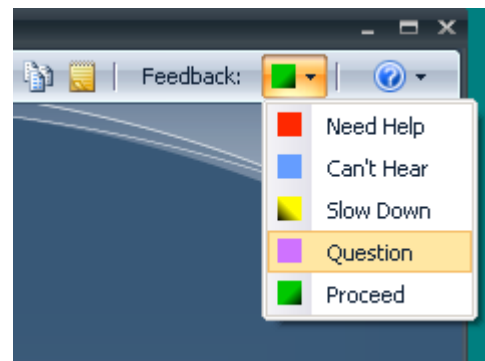
6. Post-event: A recording will be made during online events and made available for subsequent playback. An announcement will be made via the mailing list when it is available, including the URL to access. The recording format is Windows Media Video (.wmv) and requires Windows Media Player (http://www.microsoft.com/windows/windowsmedia/default.mspx)or Windows Media Components for QuickTime (http://www.microsoft.com/windows/windowsmedia/player/wmcomponents.mspx), or a similar product to view.