

Secretarial Commission on Indian Trust Administration and Reform Public Meeting – February 12/13, 2013 in Seattle, WA

Instructions to Join the Trust Commission Meeting via Webinar

Thank you for your interest in participating in the February 12-13, 2013 Trust Commission meeting.

1. To register for the webinar session, visit <https://www1.gotomeeting.com/register/425308024> and follow the instructions.
2. An e-mail will be sent to the e-mail address registered with a GoToMeeting link to connect on both Tuesday and Wednesday; when you register you are registered for both days. GoToMeeting will work on both Windows and Mac/Apple equipment (includes iPads).
3. On Tuesday and Wednesday, the meeting will begin at 8:00 AM Pacific Time, please log into the GoToMeeting web link at least 10-15 prior to ensure enough time for your computer to go through the process.
4. To hear the audio portion of the meeting, please dial the toll free number (866) 642-0396 and enter the participant pass code, 563322, followed by a # sign. State your name followed by a # sign.
5. The agenda is listed on the Trust Commission public web page <http://www.doi.gov/cobell/commission/index.cfm> along with the documents that will be presented at the meeting.
6. During the lunch break, we will hang up the phones and resume at the time indicated on the agenda.
7. For those participating on the phone that would like to make public comments or recommendations to the Trust Commission during the public comment time stated on the agenda, please send an e-mail to Regina.Gilbert@bia.gov indicating which public comment period you would like to speak in. Please note: your comment must be received at least **1 hour prior** to the public comment period to ensure that there is enough time allotted to both in-person and remote participants.. We will have a sign in sheet at the meeting and will place your name on the list according to the time your comment is received.

IMPORTANT: Please keep in mind that you must use a phone with a mute button and place your phone on mute at all times. Each microphone located in the meeting space will be connected to the phone line so you will hear each individual speaking into the microphone clearly. In turn, any sound coming through the phone will be projected through the conference room speakers.

- a. **Please keep your phone on mute at all times**
- b. **Please do not place your phone on hold, we will hear any background noise that may be played while your phone is on hold**
- c. **Should you need to hang up and redial at a later time, please feel free to do so**
- d. **Should you use a cell phone, you will be using any minutes allowed by your plan**

Should you need assistance, please send an e-mail to Regina.Gilbert@bia.gov as I will be directly in the meeting. Please allow time to respond as I will be at the registration table.