2014 FESAC Strategic Planning (SP) Panel Meeting

Dates/Times: July 8-10, 8:30am – 5:15pm EST

Instructions for participating in the meeting from your Computer:

Preparation: Please complete a simple diagnostic test [here](#) to ensure you meet all technical requirements (The Adobe Add-On is not required).

Before the meeting, please ensure you have the following:
- A telephone (preferably with a headset) or a speaker phone
- Adobe® Flash® Player 11.2 or higher

To Join the Meeting:

2. Select Enter as a Guest
3. Enter your name
4. Click Enter Room
5. Use your telephone to dial into the teleconference and enter your participant passcode (Conference Number: 1-866-692-3158, Participant Code: 5966136#)
6. Note: Be sure to put your phone on **mute** when you are not speaking
7. You should now be able to hear the presenter and also view content being shared within the meeting room
8. To leave the meeting, simply close the Adobe Connect Meeting window

Instructions for participating in the meeting from your mobile device:

Preparation: Please install the free Adobe Connect app for your [Apple](#) or [Android](#) device.

To Join the Meeting:

1. Use a separate telephone to dial into the teleconference and enter your participant passcode (Conference Number: 1-866-692-3158, Participant Code: 5966136#)
2. Note: Be sure to put your phone on mute when you are not speaking
3. Open the Adobe Connect app
5. Click Next
6. Select Guest
7. Enter your full name
8. Click Enter
9. To leave the meeting, simply Log Out