

## 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:

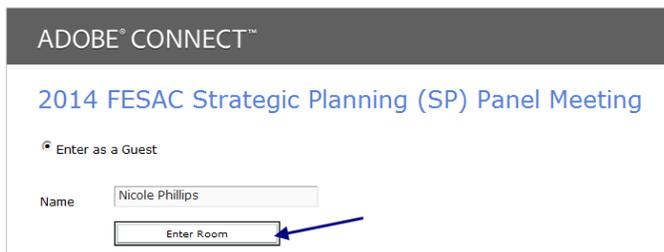
**Preparation:** Please complete a simple diagnostic test [here](#) to ensure you meet all technical requirements (The Adobe Add-On is not required).

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:

1. Go to: <http://orau.adobeconnect.com/fesacsubcommittee/>
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
4. Enter meeting URL: <http://orau.adobeconnect.com/fesacsubcommittee/>
5. Click **Next**
6. Select **Guest**
7. Enter your full name
8. Click **Enter**
9. To leave the meeting, simply **Log Out**