

US EPA ARCHIVE DOCUMENT

e-Manifest Requirements Gathering Webinar - March 28

Webinar and Call Instructions:

- EPA uses Adobe Connect for webinar/web conferencing. The URL for access to the e-Manifest webinar is: <https://epa.connectsolutions.com/emanifestwebinar1/>
 1. When the meeting time arrives, click on the link or enter the URL into your favorite web browser.
 2. The meeting login screen appears. Choose *Enter as a Guest*, type in your first and last name, and click *Enter Room*.
 3. The meeting launches in your browser.
- The call in number for the e-Manifest webinar is 866-299-3188, conference code 202-566-1194

**** PLEASE NOTE: You need to call into the above conference line with your phone in order to hear and be heard on the webinar.
- It is recommended that you test your computer prior to attending the webinar. You can do this by going to: http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm

The **Connection Test** checks your computer to make sure all system requirements are met. If you pass the first three steps of the test, then you are ready to participate in a meeting. If you do not pass the test, perform the suggested actions and run the test again.
- **** *Please plan to test and access the webinar starting at 12:45 pm eastern time so that we might begin the webinar discussion as close to 1 pm eastern as possible.*

Agenda

12:45 – 1:00 pm	Attendees access/call into webinar
1:00 – 1:45 pm	Welcome and EPA Introduction Presentation <ul style="list-style-type: none">• Introductions and walk through of meeting agenda and logistics• Overview of the e-Manifest legislation and meeting’s purpose and goals
1:45 – 3:45 am	e-Manifest ‘TO-BE’ Process and Requirements Discussion <ul style="list-style-type: none">• Overview and discussion of the future e-Manifest process and associated system requirements.
3:45 – 4:00 pm	Wrap Up and Next Steps

This webinar will be recorded and provided for future access. Please e-mail eManifest@epa.gov with additional comments or questions.