

US EPA ARCHIVE DOCUMENT

e-Manifest Requirements Gathering Webinar – April 11

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/emanifestwebinar2/>
 - When the meeting time arrives, click on the link or enter the URL into your favorite web browser.
 - The meeting login screen appears. Choose **Enter as a Guest**, type in your first and last name, and click **Enter Room**.
 - 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 fully hear and be heard on the webinar. While you can hear the webinar over the internet through your computer speakers, we want to ensure everyone can hear.
- 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 - 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 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.