

US EPA ARCHIVE DOCUMENT

## **This meeting will be available as a live Webcast.**

### **To join the meeting via the Web, follow the instructions below:**

1. Using Internet Explorer, click on the link: <http://portal.epa.gov/webconference>
2. In the “**JOIN CONFERENCE BOX,**” enter the following:
  - Conference ID: **142833**
  - Conference Key: **LEAVE BLANK**
  - Your Name: Enter your full name
3. Press “**JOIN CONFERENCE.**”

### **Listen to the meeting over the phone:**

You may listen (only) into the meeting using your phone. Please note that you can hear the webcast through the speaker(s) on your computer, and if you choose, you also can listen to the meeting over the phone at the same time you view the webcast. Questions will not be taken over the phone during the meeting. Please see the next section for instructions on how to email questions during the meeting.

To hear the webcast through your phone, dial **1-866-299-3188** and enter the passcode **703-305-1803 #**.

**Email questions during the meeting.** You may email questions during the meeting from 9:00 a.m. to 4:30 p.m. Questions will be given to the Moderator at appropriate times. We will strive to answer as many questions as possible.

Email questions during the meeting to: **kramek.niva@epa.gov**

### **First Time Using EPA’s Webcast?**

We recommend you perform the **New User Test** before the date of the meeting:

- Click on the link: [http://hawkeye.epa.gov/imtapp/app/nuf\\_sys.uix](http://hawkeye.epa.gov/imtapp/app/nuf_sys.uix)
- Click on the ICON under RUN
- You may see a Run or Installation pop- up.
- Please click Yes, Run or Allow. This is a one time add-on that is needed to run the web conference software. It is completely safe.
- **Your screen may flicker or go black during this step (this is normal).**

### **Important Notes About Using This Web Conference Tool**

**Computer:** The web conference tool will only work on a PC computer. Please use Internet Explorer as your browser.

**Screen Resolution:** It is recommended that you change your resolution before joining the web conference. To adjust the screen resolution:

- Right-click on your desktop.
- Go to “Properties.”
- Go to the “Settings” tab.
- Go to the highest screen resolution by pulling the tab in the lower left corner toward “More.”

**Lost Connection:** Should this occur, please open a new Internet Explorer web browser and access this page: <http://portal.epa.gov/webconference>.

**Still experiencing problems?** Email [syed.hamaad@epa.gov](mailto:syed.hamaad@epa.gov) if you have difficulty accessing the Webcast or if you have comments on the webcast.