

Michigan Academy for Green Mobility
Pre-Bid Webinar
May 14, 2009
1:00 p.m. – 2:30 p.m.

Welcome! We look forward to your participation in the upcoming Webinar.

To PREPARE for this Webinar, we ask that you read the following information.

- When you log onto the audio portion of the Webinar, you will hear silence. The moderator has his/her phone on mute, as should all other participants.
- If you are logging on for a group, when prompted for your name in the sign-up screen, you may identify your group rather than an individual, i.e. ACSET or SEMCA partners.
- Use Internet Explorer to connect to the webinar.
- If you have trouble logging onto the Web portion of the Webinar, please check to see if you have pop-up blockers “enabled”. If so, you need to “disable” them for the duration of the Webinar. If you need assistance with pop-up blockers, please call 313-456-3163.
- If the system detects a virus on your computer, you will NOT be able to join the Webinar.
- When you are connected to the Web portion of the Webinar you will see “Webinar Instructions” which contain important information. Please read them.
- Once you have logged onto the Web portion of the Webinar, you will see your name on the participant list in the upper right side of your computer screen. Your name will have a blue or green diamond next to it. This is normal.
- DO NOT put your telephone on HOLD at any time during the conference.
- At the end of the conference, please hang up your telephone and CLOSE YOUR BROWSER WINDOW to avoid unnecessary charges.

TO JOIN THE AUDIO AND WEB CONFERENCE, PLEASE FOLLOW THESE SIMPLE PROCEDURES:

No Sooner than 10 minutes before the start time:

1. On your telephone, dial the audio conference number: **1-877-411-9748**
2. Enter the passcode as prompted: **3949808**
3. **Once you are in the audio portion of the webinar, please mute your telephone using the mute button or *6.**
4. To login to the Web Meeting on your computer, type in, click on, or copy and paste the following URL into your Web browser:
<http://www.webmeeting.att.com>
5. On the AT&T Teleconference Service page, please enter the following:
 - Meeting Number – **8774119748**
 - Code – **3949808**
 - Email Address – **enter your email address**
 - Name – **enter your name or the name of your group**
6. Click on the "**Submit**" button. Note: If you receive an error message, you may have logged on too early. You cannot login to the meeting before the Host arrives.
7. Click on the "**Participant**" button
8. Should your computer require any updates to accommodate Web conferencing, an additional message will be displayed. Follow the instructions to prepare your computer for the meeting. These updates should take no more than 5 minutes to complete.