

Consultant Advisory

2016-11

October 6, 2016

MDOT, CSD, Consultant
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Questions regarding this
Consultant Advisory
should be directed to:

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Training for the Zero Sum Transfer Process Change

Training on the revised zero sum transfer process, as well as minor changes to invoicing and priced proposal forms will be held on Thursday, November 3, 2016. Training will be provided in person as well as via webinar, however, in-person seating is limited. Please see training information and instructions, below, for participating in the webinar.

If you plan on attending in person, please register by e-mail to Rose Cousin at CousinR@michigan.gov and provide your name, company name/MDOT employee work location, and an e-mail address.

Training: Consultant Zero Sum Transfer Process Change
When: 11/03/2016 9:00 AM
Where: MDOT Aeronautics Facility Auditorium
2700 Port Lansing Road
Lansing, MI 48906

Please park in Parking Lot C on the east side of Port Lansing Road

To join the meeting:

<http://michigandot.adobeconnect.com/r3sw28e985k/>

Audio Conference Details:

Conference Number(s):
US (Toll): 1-719-234-7800
US (Toll Free): 1-888-850-4523

Participant Code: 136976

Instructions for participating in this webinar:

1. 15 minutes prior to the start of this webinar, select the URL listed above (located under "To Join the meeting")
2. On the Adobe sign-in page, select enter as a Guest option. (Please do not choose Adobe login ID; those are not given out by PES).
3. Type your FIRST & LAST name in the name field, then select the button that reads "Enter Room".

 Enter as a Guest

Name

4. In order to access the audio portion of the webinar, type your phone number in the pop-up box that appears and click join. If you prefer, you may access the audio by calling the conference number listed above using a telephone. **In the event the pop-up box does not appear or if your phone number is one with an extension, you must call into the conference at the number listed above using a telephone.** (Adobe Connect Audio is unable to recognize and call back a number that has an extension.)



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