

WEBINAR INSTRUCTIONS FOR COMMITTEE MEMBERS

Date: Tuesday, Aug. 16th and Wednesday, Aug. 17th
Time: 1-5pm Eastern Daylight Time (each day)
Meeting Number: 654 416 362 (NO PASSWORD IS REQUIRED)
Call Host: Christina Hosenfeld
Call Moderator: Lynn Sylvester
Experiencing Technical Difficulties? Call 603-573-3343.

STEP 1: Go to the following website:

<https://jsi.webex.com/jsi/j.php?ED=153955007&UID=0&RT=MiMxMQ%3D%3D>

You may want to check that you have the appropriate audio players to view the media files for the meeting by clicking the link at the bottom of the introductory screen (as shown below).

The screenshot shows a web browser window titled "WebEx Meeting Center - Windows Internet Explorer". The address bar contains the URL: https://jsi.webex.com/mw0306ld/mywebex/default.do?service=1&siteurl=jsi&nomenu=true&main_u. The page header features the "John Snow, Inc. JSI Research and Training Institute" logo and a "Welcome" message. The main content area is titled "Meeting Information: TEST: Designation Methododology Negotiated Rulemaking Committee". It displays the following details:

- Meeting status: Started
- Starting date: Wednesday, August 10, 2011
- Starting time: 12:30 pm, Eastern Daylight Time (New York, GMT-04:00)
- Duration: 1 hour
- Host's name: Eric Turer

Below the meeting information, there is a "More Info" link and a "Join" button. To the right of the meeting information, there is a section for "If you are the host, start your meeting." with input fields for "Your name:" and "Email address:", and a "(Clear my information)" link. At the bottom of the page, there are two buttons: "View Agenda" and "Add to My Calendar". A red arrow points to a link at the bottom of the screen that reads: "Before you join the meeting, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the meeting."

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STEP 2: As Committee members, you should join the meeting by entering an asterisk followed by your full name [e.g. *John Doe] in the "Your name" field. You should then enter your email address and click the "join" button. The asterisk will help the call host to quickly identify you as a Committee member.

The screenshot shows a Windows Internet Explorer browser window displaying the WebEx Meeting Center interface. The browser's address bar shows the URL: https://jsi.webex.com/mw0306ld/mywebex/default.do?service=1&siteurl=jsi&nomenu=true&main_u. The page header features the John Snow, Inc. logo and the text "JSI Research and Training Institute". Below the header is a "Welcome" banner. The main content area is titled "Meeting Information: TEST: Designation Methododology Negotiated Rulemaking Committee" and includes a language selector set to "English : New York Time".

On the left side, the meeting status is displayed as "Started" with a green dot. The starting date is "Wednesday, August 10, 2011", the starting time is "12:30 pm, Eastern Daylight Time (New York, GMT-04:00)", the duration is "1 hour", and the host's name is "Eric Turer". A "More Info" link is provided. A large red arrow points from this information to the registration form on the right.

The registration form on the right includes a green dot and the text "If you are the host, [start your meeting.](#)". Below this are two input fields: "Your name:" and "Email address:". A "(Clear my information)" link is located below the email field. A blue "Join" button is positioned at the bottom of the form.

At the bottom of the page, there are two buttons: "View Agenda" and "Add to My Calendar". A footer note states: "Before you join the meeting, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the meeting."

The Windows taskbar at the bottom shows the Start button, several application icons (including Microsoft Outlook and WebEx Meeting Center), and the system clock displaying "1:25 PM".

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STEP 3: If this is your first time participating in a Webex webinar, you will see the screen below. Should you see this screen, follow the instructions provided. You will need to give the program permission to install by clicking on the yellow bar at the top of the screen that allows the program to run.

The screenshot shows a Windows Internet Explorer browser window titled "WebEx Client Entry - Windows Internet Explorer". The address bar displays the URL: <https://jsi.webex.com/mc0805ld/meetingcenter/docshow/docframe.do?siteurl=jsi&Rnd=6092500>. The page content is titled "To Join the Meeting" and provides two methods for joining:

Either

1. Click the yellow **Information Bar** at the top of the page.
2. Choose **Install ActiveX Control...**
3. In the security warning dialog box that appears, click **Install**.

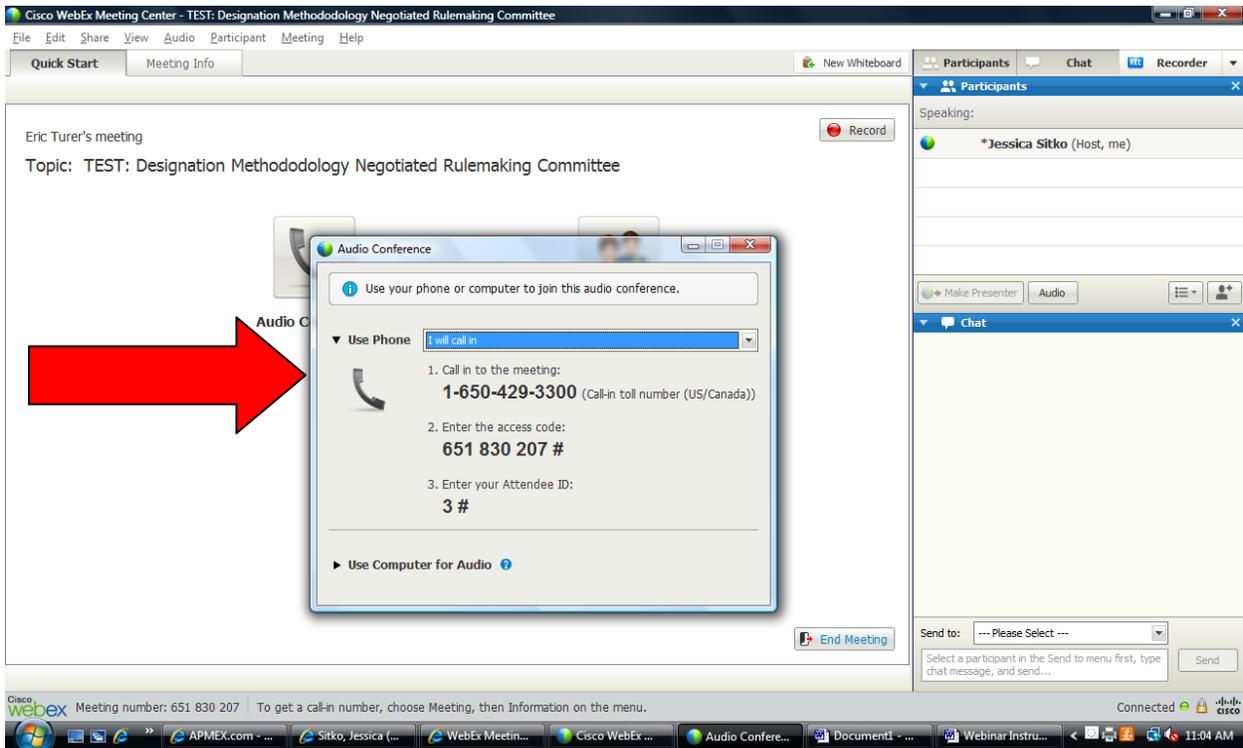
Or

1. [Click Here](#)
2. Click **Run** in any dialog box that appears.

The page includes a yellow security warning bar at the top with the text: "This website wants to run the following add-on: 'WebEx' from 'WebEx Communications Inc.'. If you trust the website and the add-on and want to allow it to run, click here...". A red arrow points to this bar. To the right of the instructions, there are three small screenshots illustrating the steps: 1. A yellow information bar at the top of the browser window. 2. A dialog box titled "Install ActiveX Control..." with a "What's the Risk?" link. 3. A security warning dialog box with "Install" and "Don't Install" buttons.

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STEP 4: An audio conference pop up box should appear. You should choose the “I will call in” option from the drop down menu. Once you choose this option, you will be given your access code and attendee ID to use during the call. It is imperative that you enter the access code and your attendee ID when you dial into the number so that the system recognizes you.



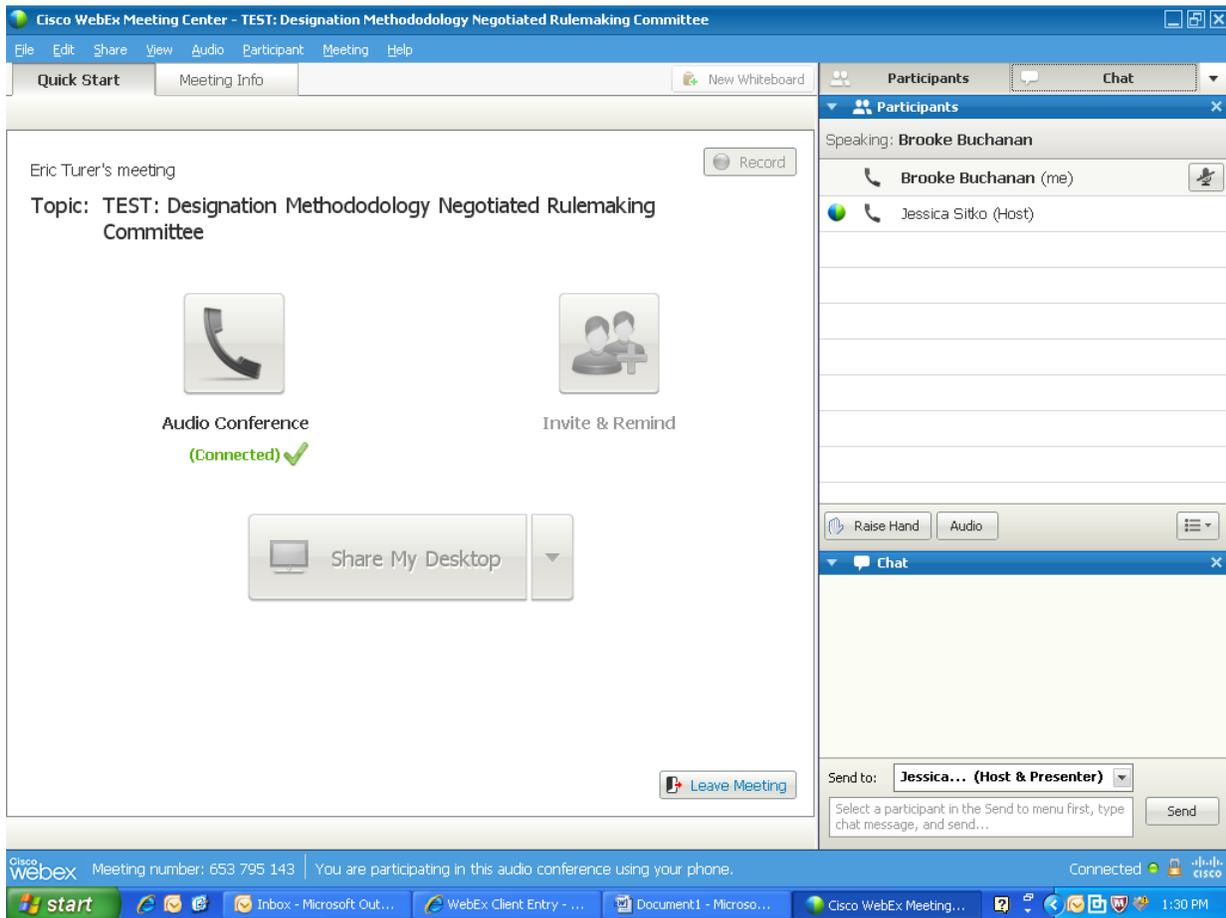
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Step 5: When you join the call, you will see one of the two screens listed below. The type of screen that you see will depend on whether a slide presentation is on-going at the time you join.

Example A: Audio Conference Screen.

If you join when no slides are being presented, you will see two tabs on the right—one that gives you a list of participants and another that gives you the ability to privately chat with the host (Christina). The host will relay your questions to the moderator (Lynn).

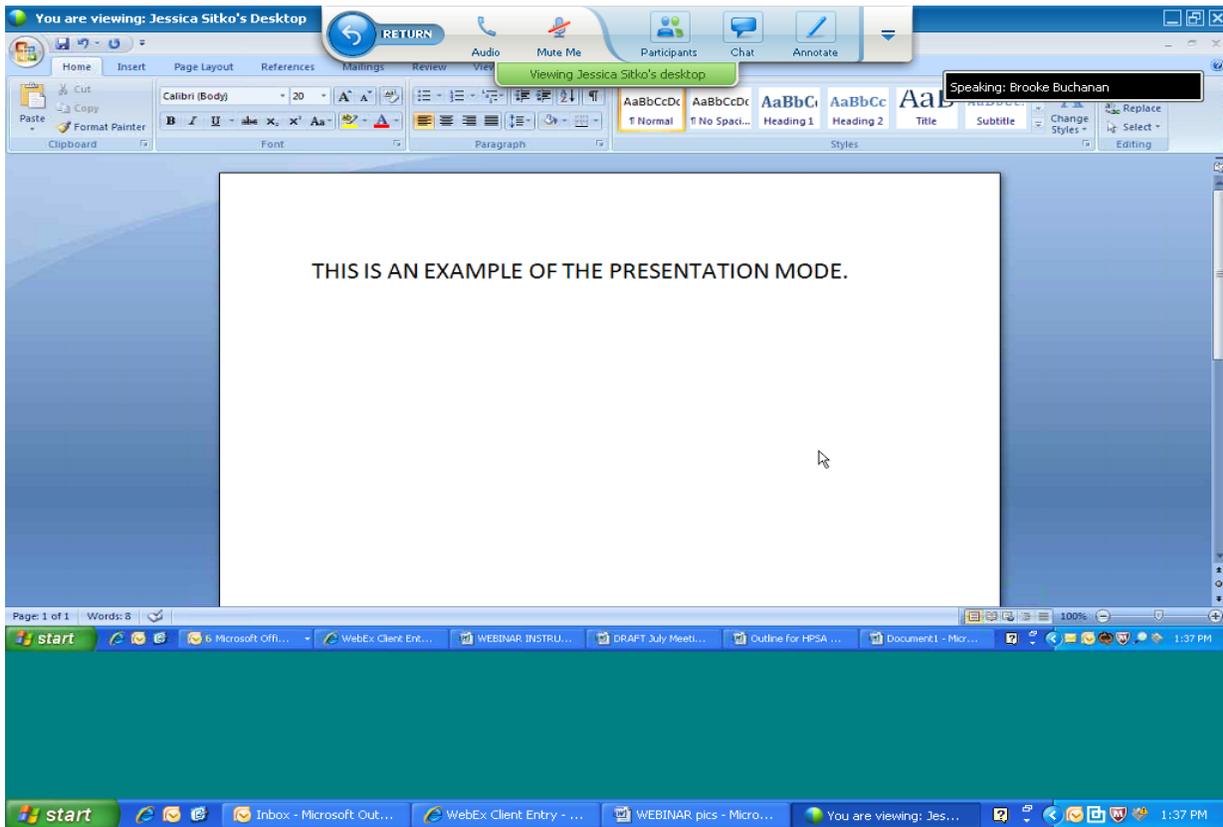
These functions should appear automatically, if they do not, click on the tabs to make them appear. Additional instructions regarding speaking and submitting comments are described below.



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Example B: Slide presentation screen.

If you join the Webinar while a slide presentation is on-going, you will see a series of tabs at the top of the screen—the “participants” tab gives you a list of participants, while the “chat” tab gives you the ability to privately chat with the host (Christina). As stated previously, the host will relay your questions to the moderator (Lynn). These functions should appear automatically, if they do not, click on the green button at the top of the screen to make them appear. Additional instructions regarding speaking and submitting comments are described below.



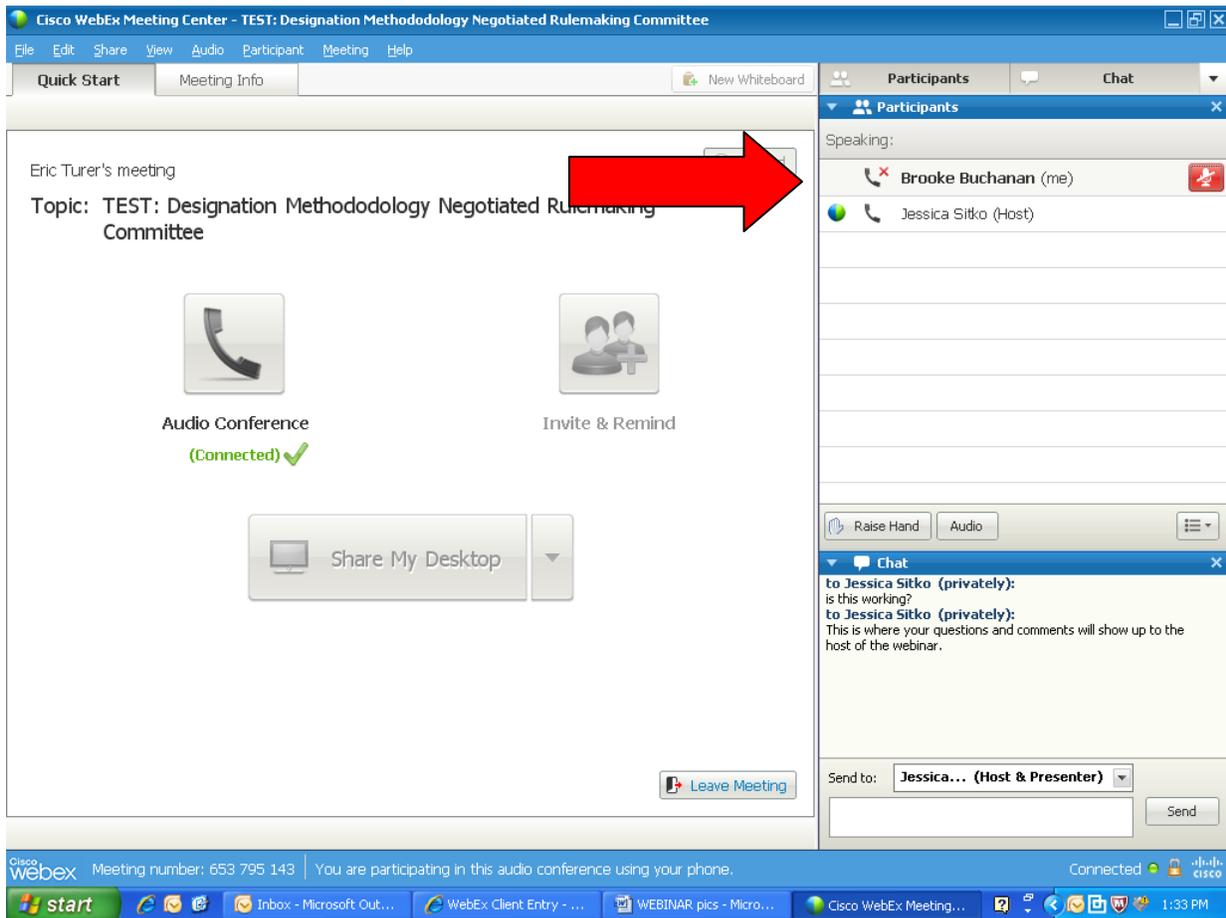
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ADDITIONAL INSTRUCTIONS:

Speaking or Submitting Comments

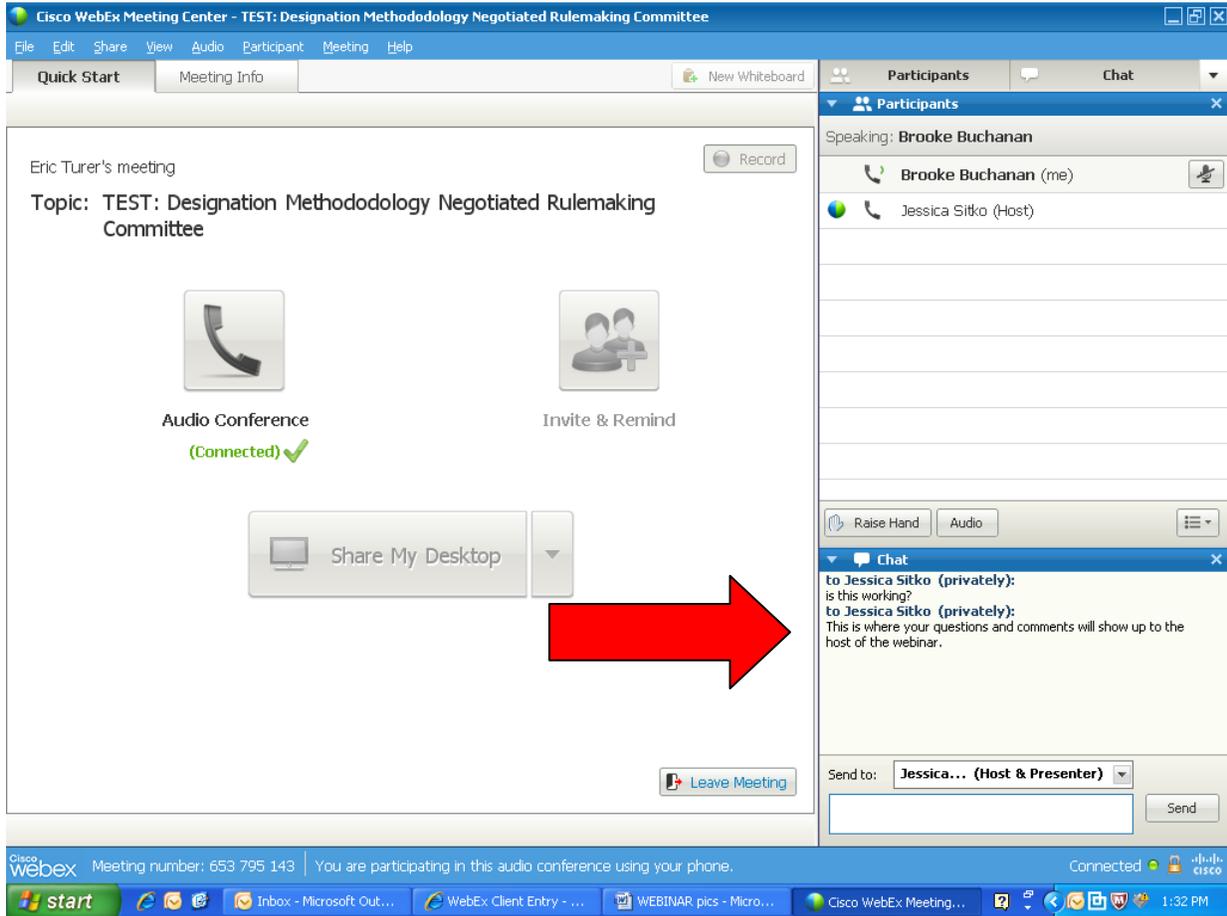
During much of the Webinar, Committee members will be on mute unless they are presenting information or have requested permission to speak from the host. We have opted not to open all mics for fear that there may be too much background noise. While on mute, we ask that you request permission to speak by using the chat function rather than using the "raise hand" function. We have provided an example below. Comments submitted via the chat function are private and will only be visible to the host (Christina); however, all Webinar audio will be recorded and publicly available. As mentioned previously, the host will relay all of your comments to the moderator (Lynn). For this reason, you don't need to type out your entire question. You could simply type "I have a question, etc." and the host will open your mic.

While on mute, participants will see the following:



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An Example of the Chat Function During the Audio Screen



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An Example of the Chat Function During the Slide Presentation

