

Instructions for Council members attending the NICHD Council Advisory Meeting using Adobe Connect on January 21, 2016

The Open Session of the Council meeting will run from **8:00 a.m. until 1:00 p.m. on January 21st, 2016**. To participate in this meeting you will need a computer with a high-speed Internet connection, a telephone (landline preferred), and a webcam.

Open Portion of the Council meeting 8:00 a.m. Eastern Time – 1:00 p.m. Eastern Time

1. At 7:45 a.m. January 21st, click on the following link to access the meeting room:
<https://webmeeting.nih.gov/januarycouncil2016/>

Note: If this link does not open properly on your computer, copy and paste the link into an Internet browser. It is important that you join the Adobe Connect session by 7:45 a.m. We will do a brief technical check at that time to ensure that the audio connection is clear and that webcams are on.

2. On the meeting login page, select the "Enter as a Guest" button, enter your name in the input field, and click the "Enter Room," button. Your name will appear in the meeting Attendee List on the left side of the screen after entering the online meeting room.
3. Dial the telephone number provided below to connect to the teleconference:

Conference Number: **888-481-2877**
Conference ID is: **1878674**
4. Turn on your webcam by selecting, "Start my webcam," on upper-left corner of screen, and then select, "start sharing." Please be ready to be seen on webcam during introductions and any discussions.

Closed Portion of the Council meeting – For approved members only 1:45 p.m. Eastern Time - Adjournment

1. At 1:35 p.m. click on the following link to access the meeting room:
<https://webmeeting.nih.gov/januarycouncil2016/>
2. Again, on the meeting login page, select the "Enter as a Guest" radio button, enter your name in the input field, and click the "Enter Room," button. Your webcam will need to be turned back on.

Note: During the actual voting process, if one of the virtual Council Members have a conflict of interest, the camera pod will not be viewable on the screen.

3. Call the telephone number provided below to once again connect to the teleconference:

Conference Number: **888-481-2877**
Conference ID is: **1878674**

If you have any questions or problems accessing the teleconference or online meeting room, please contact Liza Cook and/or Gina Ord via phone call, text message, or email for assistance.

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