

Participant\_invite (002)

Dear colleague,

You are invited to attend a conference call. Noted below are details of how to join this call.

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CONFERENCE DETAILS

Meeting title: 2018-2019 RFA's  
Date: Fri May 4, 2018  
Start time: 11:00 AM Eastern Daylight Time (GMT-0400)  
Duration: 240 minutes

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\*\* Your conference may be recorded at your chairperson's request. \*\*

TO JOIN THE AUDIO CONFERENCE

To ensure that this conference starts promptly:

1. Call one of the dial-in numbers approximately 15 minutes before the start time. (NOTE: These numbers are specifically for this meeting and are not MeetMe dial-in numbers.)

US Toll free: 1 888 419.5570

International direct: +1 617 896.9871

2. Once connected, follow the instructions provided over the phone.

When prompted, give the following information:

1. Participant passcode:

962 894 00

2. Name, Company

3. Depending on the conference call settings, you will be entered directly into the conference, or you will hear music until the conference begins.

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HANDY TIP: If you ever need assistance during the conference, press \* then 0 on your telephone, and a conference coordinator will be happy to assist you.

Kind regards,  
Marisa Button

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