Dear colleague,

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

## **CONFERENCE DETAILS**

Meeting title: Rule Development Workshop

Date: Mon Feb 20, 2017

Start time: 10:00 AM Eastern Standard Time (GMT-0500)

Duration: 180 minutes

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## 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:

603 740 32

- 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.

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,

Ken Reecy

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<sup>\*\*</sup> Your conference may be recorded at your chairperson's request. \*\*