

4-2-19 call-in instructions for general workshop

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: 2019-2020 General RFA Workshop  
Date: Tue Apr 2, 2019  
Start time: 10:00 AM Eastern Daylight Time (GMT-0400)  
Duration: 180 minutes

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

HOW TO JOIN THE AUDIO PORTION OF YOUR MEETING

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: 1 888 339.2688

International direct: +1 617 847.3007

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

When prompted, give the following information:

1. Participant passcode:  
565 800 74

2. Name, Company Name

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