

Teleconference Series Instructions

This Teleconference will be a Question & Answer Session. This means you will only be able to hear but not respond, until the host (FCDS) starts the Question & Answer session.

Below are a few instructions on how to access the system for the Q&A session.

The host/speaker is in complete control of the Q&A session. Once the host initiates the Q&A session, the participants will hear *"This conference is now in Q&A mode"*.

Participant: **To alert the speaker/host that you have a question, press 1 and 0.** Each question will be asked in the order it was received. You will hear *"You will be notified when the speaker/host is ready for your question"*. After you enter 1 and 0, if you decide to withdraw your question, press 1 and 0 again. Only one participant can ask a question at a time. The participant asking the question remains on talk mode until the host releases them.

The participant whose turn it is to ask a question will hear: *"Please ask your question after the tone"*, this participant will now be on talk mode. Once the question has been asked and answered, the participant will be switched back to listen only mode.

After all questions have been answered the host will terminate the Q&A session.