Continuous Conference Name: **Room 106 Nutting**

**Meeting ID #:  4550**

Access #: [207-581-5674](tel:207-581-5674)

 Basic instructions are as follows:

Email all conference information to each participant, along with the date and time for the conference. Each participant will dial the MeetingPlace Access Number, listen and follow the prompts.  **You will be asked to enter the Meeting ID Number**, followed by the # key. You are then asked to speak your name and/or location so that the system may announce your arrival.    
  
If you should happen to be disconnected,  you may reconnect using the steps listed above.   
  
As attendees leave the conference it will be announced. I do recommend that the host/hostess be the first to connect to be able to keep attendance, if necessary.

To disconnect, hang up the phone.

If you have any questions, please feel free to contact me at 581-1609.

Lorelei Kennedy

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