

**DIRECTIONS FOR JOINING THE TUITION GRANTS COMMISSION'S TELECONFERENCE---March 7, 2017; 10:30 AM**  
**(Held in the SCICU Office Conference Room)**

1. Dial the following conference bridge number **1-877-567-1262** to join a meeting.
2. The conference bridge will state the following: "Welcome to the Conference Center".
3. The conference bridge will state the following: "Please enter your pass code, followed by the # key."
4. Enter the "pass code" followed by the # key. (The Pass Code for the Commission Meeting is **819333**.)
5. Follow the prompts to join the meeting.

**TIPS FOR THE MOST SUCCESSFUL CALLING CONDITIONS**

Move the speakerphone as close as possible to the speaker so it will pick up less background noise.

Mute the phone if your site is not actively participating in the meeting. Turn the mute function off when someone has a question or comment.

Save side conversations for after the meeting. Even if they are work related they distract from the speaker and other participants.

Don't tap pens or shuffle papers. These noises sound louder at remote locations than in your meeting room. **DO NOT PLACE YOUR TELEPHONE ON "HOLD"** while on a conference call. Some lines have music or announcements that come on when lines are placed on "hold".

If it won't make the room too uncomfortable, turn off fans and air conditioning as they sound louder through a speakerphone.

Shut meeting room doors to keep out background noise from your workplace.

Only one person at a time should speak.

Limit the use of a secondary conference phone altogether when practical.

Use land lines rather than mobile phones.

Please identify yourself when you join the conference call.