

To Connect to remote Board Meetings

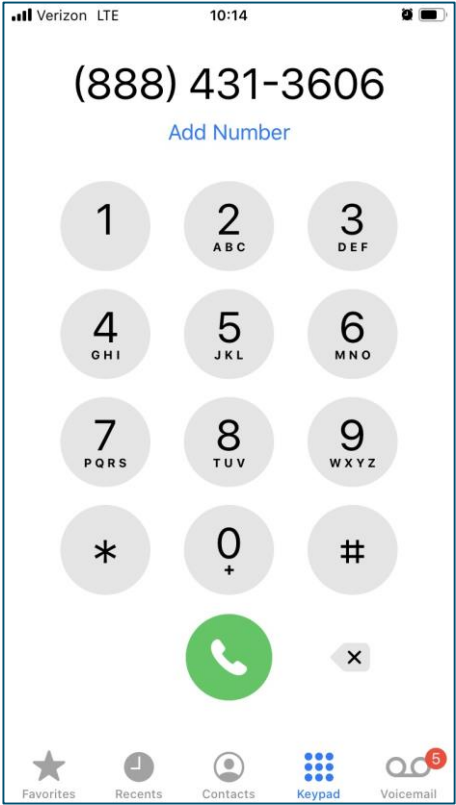
STEP 1: Open the Conference Monitor

Meeting Title	IMF Test Call
Date	March 17, 2020
Start Time	12:00 pm
Host Toll-Free	888-431-3606
AT&T Conference Monitor	Click Here to Join Conference Monitor
Access Code	9789397
Host Password	7142

Click here to join the conference Monitor

* Host can open conference monitor 30 minutes before start time

STEP 2: Dial the Host Toll-Free Number using cellphone or landline



Provide your name & meeting title

Meeting Title	IMF Test Call
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Start Time	12:00 pm
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AT&T Conference Monitor	Click Here to Join Conference Monitor
Access Code	9789397
Host Password	7142

Enter your access code

* Host can dial in 30 minutes before start time

To View Participants and Speakers lists

STEP 1: View the participants list

Click on **“Participants List”** tab to see who is on the conference call

Do not click on **“logout”** during the call

AT&T Conferencing Services

STATUS

Total Participants
10

Broadcast Mode
ACTIVE

Q&A Mode
ACTIVE

Q&A Queue
0

Recording
OFF

CONFERENCE CONTROLS

Broadcast

Mute All

Unmute All

Participant List

Question & Answer

Talker	Line	Name	Role	Mode	Company
5		BOARD ROOM ATTENDANT	Co-Host	Talk	IMS
8		VERONICA SOLA	Co-Host	Talk	COHOST
10		HASSAN AL-ATRASH	Co-Host	Talk	SPEAKER FOR INF
11		isa baker	Participant	Listen Only	inf
14		JEFF HATTON	Co-Host	Talk	SPEAKER
15		KETIL MYDANG	Co-Host	Talk	SPEAKER
18		DIEP FERRIS	Co-Host	Talk	SPEAKER
27		TAO ZHANG	Co-Host	Talk	SPEAKER
23		BERNADETTE ALVES	Co-Host	Talk	SPEAKER
24		SABINA BHOTIA	Co-Host	Talk	SPEAKER

Log Out

CHAT

From: Diep F To: Everyone

Hello

From: Board Room A To: Everyone

Hi Diep

From: Diep F To: Everyone

I do not see myself in the queue

From: Me To: Everyone

me neither- i am waiting for the operator

From: Sabina B To: Everyone

can we have more people as participants to practice please?

Select Recipient : Everyone

Message :

Send Message

You will see the list of participants 5 minutes before the meeting starts.

STEP 2: View the Speakers lists

Click on **“Question & Answer”** tab to see who wants to speak

Do not click on **“logout”** during the call

AT&T Conferencing Services

STATUS

Total Participants
14

Broadcast Mode
ACTIVE

Q&A Mode
ACTIVE

Q&A Queue
1

Recording
OFF

CONFERENCE CONTROLS

Broadcast

Mute All

Unmute All

Participant List

Question & Answer

CURRENT QUESTIONER

DIEP FERRIS

COMPANY

SPEAKER

Line	Name	Telephone Number	Company	Actions
18	DIEP FERRIS	2023458546	SPEAKER	0 0 1 X

CHAT

also please the following co-host as participants- line 28, 18, 9, and 14

From: Me To: Sabina B

Joining as participant soon, waiting for operator

From: Nick A To: Everyone

Those lines are now on as Participants.

From: Me To: Edward S

Eddie: I hang up and called again, still waiting for operator.

From: Jianhai L To: Everyone

hello, can I join in?

Select Recipient : Edward Shaw

Message :

Send Message

You will see who wants to speak when you start the Q&A.

To communicate with the Secretary during the call, use the chat box on the right side of the conference monitor. Alternatively, you can text or email using your cellphone.