NERC Meeting WebEx Information
Board of Trustees, Board Committee, and Member Representatives Committee Open Meetings
May 13-14, 2020

General Information
NERC is using WebEx Event Center to host its May 13-14, 2020 Board of Trustees, Board, and Member Representatives Committees Meetings. All attendees will be joining as a ‘Participant.’ All Participants will be on mute and video capability will be disabled. Each agenda (along with the announcement) includes a link to join the WebEx Event as a Participant.

Below are instructions regarding registration, joining the meeting, and asking questions during the meeting. We recommend that you join meetings early to ensure proper connections and settings. We ask for your patience and understanding as we navigate through our quarterly Board, Board Committee, and MRC meetings in a virtual setting. Thank you in advance for your participation!

Registration
Registration in advance of the meetings is not required. However, registering in advance will provide you with an automated calendar invite that includes the WebEx details. If you decide to register in advance, follow these steps:

1. Select the link in the desired agenda(s) or from the NERC announcement and click ‘Register.’

2. Enter your contact information when prompted and click ‘Submit.’

3. Look for a confirmation email from messenger@webex.com (be sure to check your spam folder).
4. Open the attached calendar invite and ‘accept’ the invite to save to your calendar.

5. The invite will contain a link to join the event, as well as a phone number and access code if you choose to join by audio only.

**Joining the Meeting**

If you pre-registered, use the link in your automated calendar invite to join the meeting. If you misplaced the calendar invite or did not pre-register, use the link in the posted agenda package for the meeting you wish to attend and follow the instructions to join.

When you are prompted by a WebEx popup to join the meeting, **NERC recommends that you use the “Call me” feature. If you choose to call in, please be sure to use your attendee ID number when the recording asks you for it.** Instructions for the “Call me” feature and finding your attendee number are shown below.

**Changing Audio Connection**

**Locating Your Attendee ID (only if you choose the “Call in” option)**

The following box appears when you choose “Call in” as your choice and click the green ‘Join Meeting’ button (NOTE: Dial-in numbers in the image below are for example purposes only).
Asking Questions During the Meetings
To ask a question or make a comment during the meeting, please ‘Raise your virtual hand’ by selecting the hand icon above the chat window. A hand icon will appear to the right of your name in the attendee list to indicate your hand is raised. The host will unmute your line when the chair is ready for your question/comment. Please make sure to lower your hand after speaking by selecting the hand icon again. The host will then re-mute your line.