

**Instructions for Joining Conference Call regarding  
RFA 2014-112 – Smaller Developments for Persons with Developmental Disabilities**

CONFERENCE DETAILS

Date: Monday, October 6, 2014

Start time: 1:30 PM Eastern Standard Time (GMT-0500)

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\*\* Your conference may be recorded at your chairperson's request. \*\*

TO JOIN THE AUDIO CONFERENCE

To ensure that this conference starts promptly:

1. Call one of the dial-in numbers approximately 15 minutes before the start time.

International direct: +1 617 847.3007

US Toll free: 1 888 339.2688

2. Once connected, follow the instructions provided over the phone. When prompted, give the following information:

a. Participant passcode:

298 047 94

b. Name, Company (If Available)

3. Depending on the conference call settings, you will be entered directly into the conference, or you will hear music until the conference begins.

All participant phone lines will be placed on Mute automatically. Pressing \*1 indicates to the operator that the caller has a question and would like to speak. The operator will take the caller's phone line off Mute when it is the participant's turn to speak.

If you ever need assistance during the conference, press \* then 0 on your telephone, and a conference coordinator will be happy to assist you.