

## Telephone Seminars from TheCapitol.Net

### Instructions for PARTICIPANTS

1. At least 5-10 minutes prior to the scheduled start time, dial the number given to you on your confirmation form at 800-XXX-XXX

Upon being connected to the automated TeleConference attendant, you will be greeted by the following message: "Welcome to TelSpan TeleConferencing.

Please enter your five digit code followed by the # sign."

At this prompt, enter your participant code XXXXX, then press the # button.

2. Once your code has been recognized, you will be asked to state your name, company name, and number of participants on the line with you, so that the host of the call will know you have joined. A live operator may intercept your line to clarify the recorded information. Once this information has been recorded for the Host, you will be placed back on "music hold" until the Host begins the call.

3. When the call begins, your line will be mute, but you will be able to hear the conference. For the duration of the presentation, you will be in "listen-only" mode.

4. There will be at least one opportunity for you to ask questions, usually following the presentation. The operator will give instructions for asking questions at the appropriate time during the call. Questions are answered in the order they are received. The operator will introduce you by name when it is your turn to speak into the call.

5. When the conference has ended, simply hang up to be disconnected from the line.

**IF YOU CANNOT ACCESS YOUR CALL, PLEASE CALL 800-937-7726**

