



AFA Teleconference Instructions:

1. The number for the teleconference is 201-549-7592. Simply dial it and enter code 10637499 when prompted. You will automatically be connected to the group. You will be asked to record your name. Please state your first and last name for recordkeeping.
2. While this is a long distance number, the college has determined that calling it from your office phone will be considered a college expense.
3. All you need to do is use your designated long distance code when calling it from your office and then report it as a college expense when your itemized charges are submitted to your supervisor.
4. If you do not have a long distance code, please request one through your supervisor for future use. Let them know the code will allow you to participate in your professional college organization. Please let me know if you need assistance in acquiring approval. You will be subject to all the rules established for use of these codes according to college policy.
5. Charges from a home phone or cell phone cannot be submitted for reimbursement. While some cell providers do not charge for long distance calls depending on the provider and the plan, the decision to call the number from a phone other than the work number is up to each member.

AFA Online Meeting Option

We will be using Wimba, the same software used in our online learning division. **You can view the full Participant Guide at: [http://www.wimba.com/assets/resources/WC_60 Participant Guide.pdf](http://www.wimba.com/assets/resources/WC_60_Participant_Guide.pdf).**

Instructions In Brief:

1. Prior to the day of the meeting, go to <http://67.202.209.174/wizard/launcher.cgi?wc=wms> and run the Setup Wizard to determine if your computer is set up properly for you to participate in the meeting. PLEASE DO NOT WAIT UNTIL THE DAY OF THE MEETING TO RUN THE WIZARD.
2. If you do not have speakers and/or a microphone, simply click past those tests. In either case, you will need to use the teleconference option to hear and communicate during the online presentation.
3. If you are having trouble running the wizard or are having other technical difficulties, call Wimba Tech Support at 866-350-4978. They are open 24/7.
4. After you have verified your computer is set up properly, you are ready to link in to the meeting room by visiting <http://67.202.209.174/launcher.cgi?room=AFA>.
5. On the 'Participant Login' screen, enter your first and last name. The Room ID will already show 'AFA'. Do not change it. Select ENTER.
6. A window will open and the message "Welcome to the AFA Online Meeting Simulcast" will be displayed. You will see your name in the 'People' window at the bottom.
7. Please make sure to MUTE your phones or microphones once you are logged in.
8. The Chair will announce when the meeting is convened so make sure to have your speaker/speakerphone volume turned up.
9. Once the meeting is underway, the Chair will post documents to your window so you can follow along.

NOTES:

- The room will be moderated by the Chair-elect, Vartouhi Asherian. You can use the space in the lower left-hand corner to ask questions during the meeting since we ask all phones/mics be MUTED. They will be read at a designated point during the meeting.
- If you feel you would rather voice your question, you can click the 'hand' sign at the bottom of the screen and you will be acknowledged at the appropriate time.
- There are other meeting features available to you. In addition to the Participant Guide, there is a HELP link in the meeting room where you can find out more about the system. The room will be left open for you to access at any time before or after the meeting.
- We realize, like anything new, there are likely to be challenges we will need to overcome at first. We will be ready to adapt as necessary, but we believe this will be a valuable tool in the future.