

## General Guidelines to Conduct the Meeting

- This is our first electronic meeting. We wish to make it successful and be a model of **future virtual meetings** through the Internet.
- There are eight (8) stations connected together during this meeting (ANL, GA, LLNL, ORNL, PPPL, SNL, UCLA, UW). UCLA station is the host station.
- When you wish to speak, identify yourself first. Make sure your voice is loud enough and can be heard by other participants. The audio communication is separate from the internet viewing communication. The phone # to call is: **(310) 794-5378**
- If you are using the show station to give a presentation, take a snap shot with the camera of the hard copy viewgraph you are showing. Use the available tools, such as the **pointer, the highlight pen and the attached pen**, to point at the part of the viewgraph that your discussing. All participants will see this effect.
- If you need to write on a blank page during your presentation, generate this page by clicking on the blank page icon. Move to various parts of your presentation using the “next” and “previous” buttons.

- If you will give a presentation and you don't have a show station, we will load your presentation on UCLA-station. **Tell use when to move to the next slide.**
- If you wish to show a viewgrpah, a note, etc. that is not sent previously, and you don't have a show station, click on "send a presentation" button in the home page of UCLA station (<http://128.97.32.73>). Use **EASY** as the password.
- Adhere to the time limit of your presentation. We are having a very tight schedule (dictated by the Conference call 4 ½ hour time limit)
- The meeting's agenda and opening remarks will be given by M. Abdou next.