



FRC Conference Line Access

At the time of your scheduled conference call or meeting, please complete the following directions:

Dial the Conference call number: 1-888-670-3525

Enter the following conference code: 7513637441#

After completing the directions above you will be connected to the call or meeting.

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We need your assistance to ensure that the call can be heard by all participants and that each individual has an opportunity to speak.

Conference call etiquette:

- Please announce your name if you have joined the call prior to the meeting. If you join the call after the meeting has begun the conference call leader will ask for your name later.
- Please mute your line by entering *6 on your phone after you have joined the call and announced your name, if timing appropriate.
- Once the meeting has begun the conference call leader will place all individuals on the phone line in “lecture mode”. In lecture mode everyone on the phone line will be able to hear the conversation but will not be able to participate. This is to allow for Council discussion and process. Also this helps control for outside noises (babies, dogs, construction, etc.) that may hinder people from hearing.
- Individuals present at the meeting will be allowed to speak first. The call leader will then open the phone line and ask for the names of individuals who have joined the call. Your name will be called when it is your chance to speak. Note that all callers will be allowed time to speak in the order they are announced by the conference call leader.
- When your name is called, please enter *6 on your phone to unmute. This will open the phone line so you can be heard. When you are finished speaking please again enter *6 to mute.

The Florida Rehabilitation Council (FRC) appreciates your participation in the meeting or public forum and for following these conference call directions. If you need accommodations, have difficulty with entering the conference call, or need further assistance please contact staff at 850-245-3317 or 1-800-451-4327.