**CALL-IN AND WEBINAR INSTRUCTIONS**

**A.         Call-In Information**

The dates, times, and call-in information for each meeting are listed below.  The below list also indicates which meetings will be available via webinar.  Instructions on how to participate via webinar are contained in Section B, which follows.

For teleconference and webinar audio, **please use the dial-in number and code as indicated below**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Pacific |  |  |  |
| Day, Date | Time | Meeting | Dial-in Number | Webinar |
| Thurs, Aug 25 | 1:30 pm | Irrigation Management Information Systems | 1-800-920-7487  Code: 25335968# | Yes |
|  |  |  |  |  |
| Fri, Aug 26 | 8:30 am | Irrigation Management Information Systems | 1-800-920-7487  Code: 25335968# | Yes |

**B.         General Webinar Instructions**

Depending on your web browser and system configuration, you may experience problems accessing the webinar.

**Please**check and prepare your computer a day or two in advance of the meeting as follows:   
1. Start your web browser   
2. Visit [http://westerngovernors.webex.com](http://westerngovernors.webex.com/)   
3. Select “Setup / Event manager” (left side of page)

To participate via webinar, please follow the instructions below:

1. Go to <https://westerngovernors.webex.com/>

2. Select the meeting you wish to join.

3. If requested, enter your name and email address.

4. If a password is required, enter:  “wswc” for all meetings

5. Click “Join.”

6. Follow the instructions that appear on your screen.

When you attempt to log in, you may receive a message that says you need Java to run the meeting software. If you do not have an up-to-date version of Java on your computer, the WebEx software should offer you a temporary application that you can run on your computer to make the WebEx application work correctly.

We recommend you place your phone on mute and under no circumstance place the call on hold. If you encounter troubles connecting to the audio (or other things), you may ask questions or communicate via the WebEx “chat” feature.