



January 9, 2012

TO: Webinar Participants
FROM: UBCM Secretariat
RE: **RCMP Contract – Technical Briefing Webinar – Instructions**

On Thursday, January 12, you'll join **Lori Wanamaker, Deputy Minister** and **Mayor Peter Fassbender** who will take you through the RCMP Contract in detail. Our group is distributed across the province.

We ask that you **join the webinar at 9:30 a.m.**, Pacific Standard Time. This is 30 minutes before the start of the meeting proper. We'll use that time to do a walkthrough of the webinar interface and make sure that your experience is high quality.

Instructions

1. Audio will be through a regular teleconference line. Please start by dialing in to the number below, and enter in the Conference ID number.

Dial-in Phone Number: **1-877-353-9184**

Conference ID: **6262263#**

2. The video and presentation will be broadcast through Blackboard Collaborate, a web-based service. The software will download a file to your computer, but does not require special permissions or programs to run.

To view the speakers and presentation on the day of the meeting:

- i. Turn off your computer speakers—you will not need them.

- ii. Click on the following link:
<https://sas.illuminate.com/m.jnlp?sid=voffice1&password=M.F57556384FA5D23A17326079E6A9D4>
- iii. Follow the prompts to download the Blackboard Collaborate program.
- iv. Select your connection speed – usually Cable or Wireless.
- v. A window will open with a purple header that says “Blackboard Collaborate”.
- vi. Type your first and last names and your local government in the “Session Login” box – this is how you will be identified during the webinar.
- vii. Click the “Log In” button.
- viii. Type a “hello” or greeting in the chat box on the lower left.

Blackboard Collaborate will **feature a live chat stream so that Ms. Wanamaker and Mayor Fassbender can take your questions and comments.**

NB: Some users may get a virus warning notification when using Blackboard Collaborate. In this instance please be reassured that you can disregard that notification.

Contact

If you have any comments or concerns, please contact Bowen Moran, Professional Development Specialist
<bowen.moran@gov.bc.ca>.