

**Lead Test Kit Stakeholder Meeting
Webinar Participant Guide**

Date: June 4, 2015

Time: 10am – 12pm

Webinar link: <https://epa.connectsolutions.com/leadtestkit/>

Optional teleconference line: 1-866-299-3188; **Code:** 202-566-0516

Before the Webinar

- **Run the diagnostic test.** If this is your first online Adobe Connect meeting with EPA, run the test at https://epa.connectsolutions.com/common/help/en/support/meeting_test.htm.
 - If you fail any portion of the test, please follow the instructions to resolve your problem.
 - If you cannot resolve an issue, contact your local IT support.
- **Make sure your internal computer speakers or headphones and microphone are working.** If your audio or microphone do not work, please call the teleconference line provided above. Audio can come from either your computer or your telephone.
- **Sign into the webinar using the link to the right.** You can log in from any computer with Internet access. There are also free apps for tablets and smartphones.
- **Enter as a guest.** Identify yourself by typing your **full name**. Upon entering this information, click the button to “Enter Meeting.”

During the Webinar

- **Sit back and watch the presentation.** The presentation slides will automatically change.
- **To ask questions.** Ask them at any time by typing them in the Q&A box on the right side of the screen. Questions will go to the moderator and will be presented in the order of receipt during the meeting.

- **To provide a comment (during the Stakeholder Comment portion of the agenda).** Submit your name to by typing it in the Q&A box at the beginning of the meeting. You will then be placed in the queue and the moderator will call upon you based on the order that your request was received. You may also submit your request to comment prior to the meeting by emailing the contacts below.

- **Ask for help (if necessary).** Having tech problems? Ask questions through the Q&A box!

After the Webinar

- **Ask follow-up questions.** Email questions to Toiya Goodlow at goodlow.toiya@epa.gov or Christina Wadlington at wadlington.christina@epa.gov.