

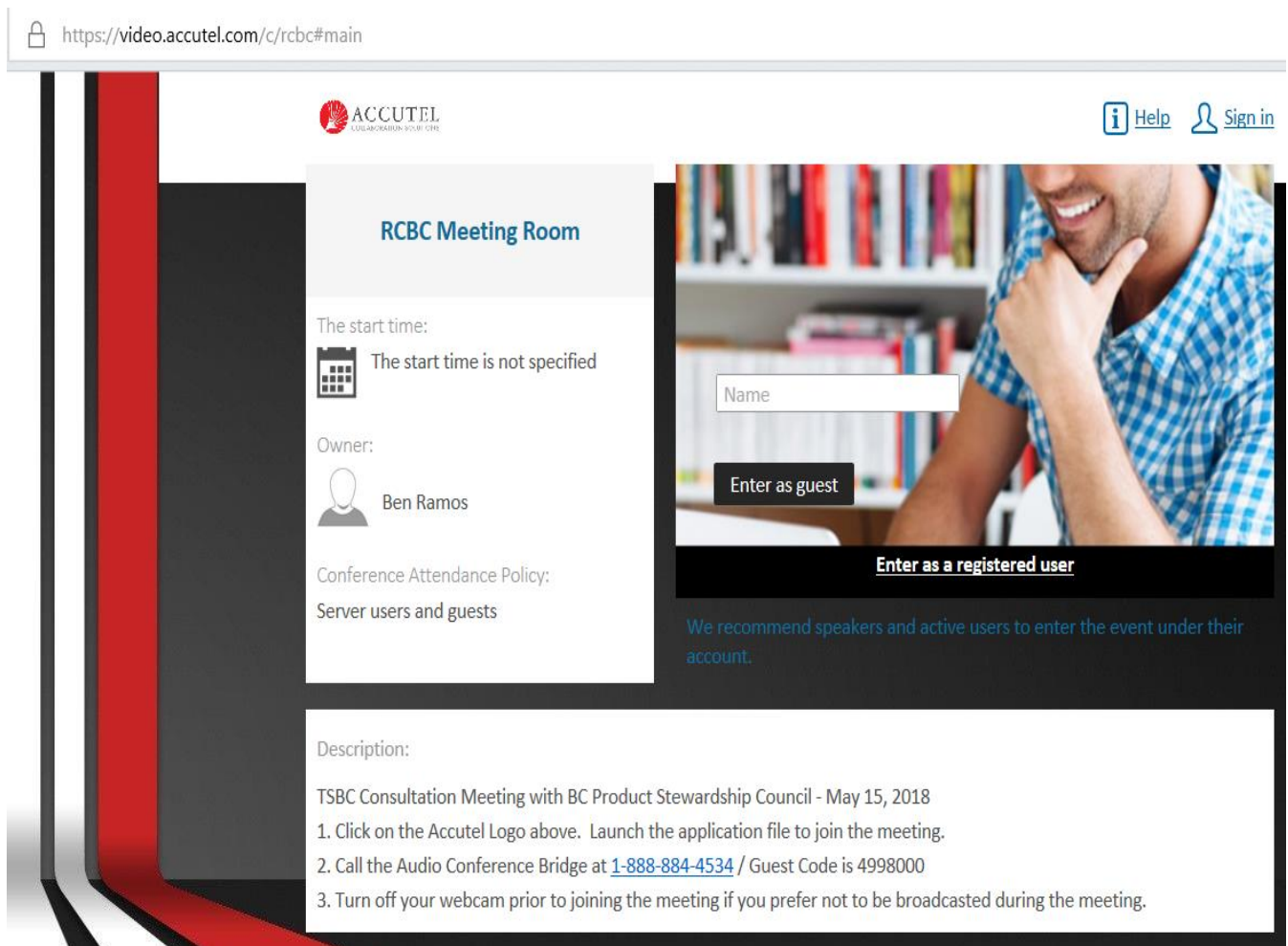
## TSBC Consultation Webinars 2018

The following instructions apply to both the May 16 (10 am) and June 5 (11 am) webinars:

- Turn off / cover your webcam prior to joining the meeting if you prefer to not broadcast your image during the meeting.
- Please also turn off the volume and the microphone on your computer to minimize background noise.
- Please consider logging in 5 to 10 minutes prior to the webinar start to deal with any potential technical issues. (a user guide is available [here](#) if needed)
- To login: please click on the link below via a laptop or desktop computer to log into the video meeting room:

<https://video.accutel.com/c/rcbc>

- It will take you to a webpage that looks like this:



The screenshot shows a web browser window with the URL <https://video.accutel.com/c/rcbc#main>. The page features the Accutel logo (a red sun icon) and the text "ACCUTEL COLLABORATION'S OF CARE" in the top left. In the top right, there are links for "Help" and "Sign in". The main content area is titled "RCBC Meeting Room" and includes the following information:

- The start time:** The start time is not specified (with a calendar icon).
- Owner:** Ben Ramos (with a person icon).
- Conference Attendance Policy:** Server users and guests.

On the right side, there is a video feed placeholder showing a smiling man in a blue checkered shirt. Below the video feed, there is a text input field labeled "Name", a button labeled "Enter as guest", and a button labeled "Enter as a registered user". A note below the buttons reads: "We recommend speakers and active users to enter the event under their account."

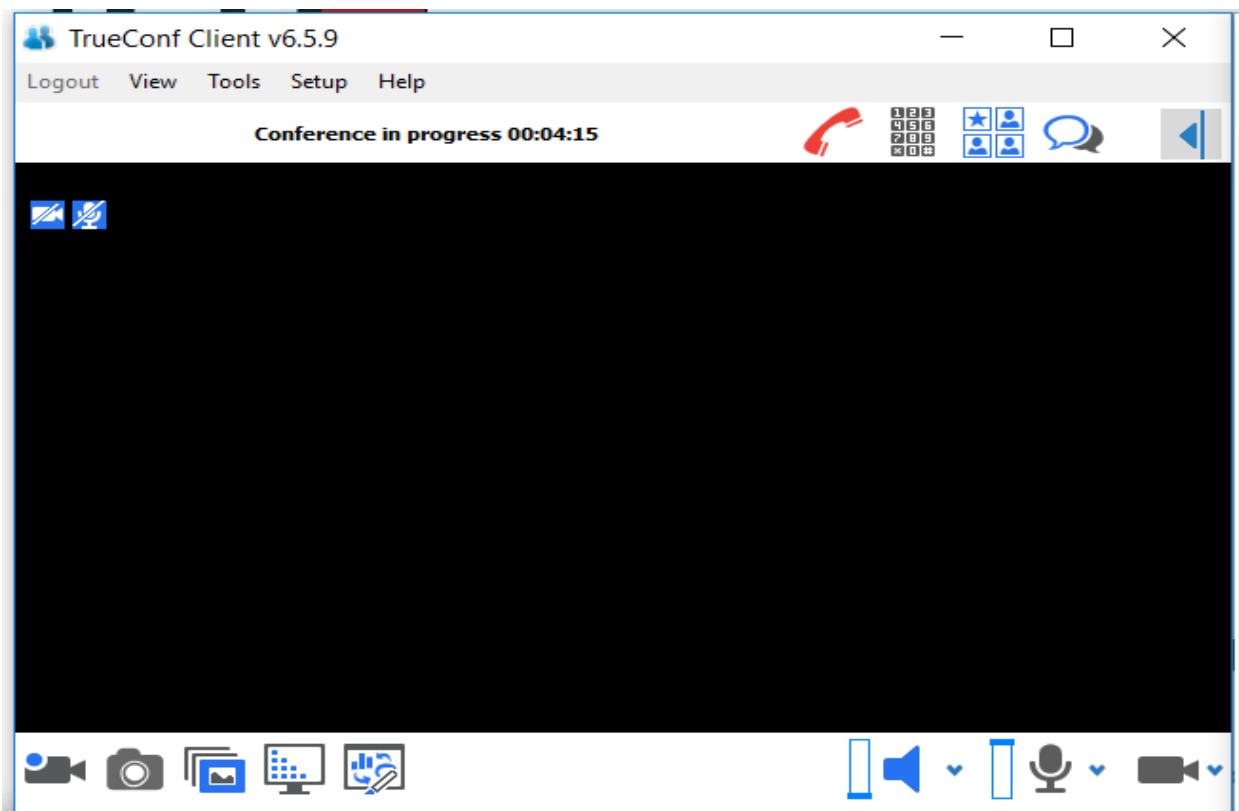
**Description:**

TSBC Consultation Meeting with BC Product Stewardship Council - May 15, 2018

1. Click on the Accutel Logo above. Launch the application file to join the meeting.
2. Call the Audio Conference Bridge at [1-888-884-4534](tel:1-888-884-4534) / Guest Code is 4998000
3. Turn off your webcam prior to joining the meeting if you prefer not to be broadcasted during the meeting.

When you login as guest please:

- Enter your name then a comma with your company / organization name e.g. "John Smith, ABC Tires"
- It will then prompt you to use either WEBRCT or TrueConf / Accutel for Windows.
- Please select TrueConf / Accutel for Windows and it will install a temporary application.
- Please "RUN" the application
- To hear the audio portion please dial in to: (+1) 888 884 4534. Please note: The sound quality is not good if you use the internet so dialing in with a phone is the best option for the audio portion of the webinar.
- Passcode: 4998000#
- To mute/ unmute press \*4
  - To ask a question click on the chat "balloon" in the top right corner



- Please also note comments can be emailed to Rosemary Sutton, TSBC Executive Director, at [rsutton@tsbc.ca](mailto:rsutton@tsbc.ca) anytime prior to June 8, 2018.

thank you,  
TSBC