



## **PARTICIPATING BY PHONE IN PSI DIALOGUE MEETINGS**

We encourage all participants to attend as many meetings as possible in person, but we understand that budget and time limitations may preclude this and gladly welcome your participation via teleconference. Please consider the following:

- Unlike many conferences or meetings that are focused more on presentations than discussion, the dialogue meetings are dynamic and subject to change. We will update the agenda, presentations, and/or other relevant documents on the Project Webpage on PSI's website as needed, so please check frequently to note any changes.
- We will typically do a round of introductions of those both in the room and on the phone at the start of each day. If you cannot participate in the full day or days, we recommend joining at the beginning of the day in particular for this reason.
- Please mute your phone so your typing or other background noise does not interfere with the line. **Do not put you phone on hold if it means music will be piped in to the line.** This is very disruptive.
- We will do our best to provide a good quality phone and speaker system, and ask that you do your best to call in from a line with a reliable connection. If you cannot hear well, please do let us know.
- When speaking, please introduce yourself and your affiliation.
- If there are major technical problems (those that affect everyone and are not particular to one person's line), PSI's office will serve as the hub for communication by posting information on the project website or emailing all call-in participants. If you have questions or problems, please call PSI at (617) 236-4855.