

## Monday, October 5th at 11am

Liz Gaiennie has invited you to attend an online meeting using Microsoft® Office Live Meeting service.

[Join the meeting](#)

### AUDIO INFORMATION

#### Telephone Conferencing

Choose one of the following:

- Start the Office Live Meeting client, and then in the Voice & Video pane, click Join Conference. The conferencing service will call you at the number you specify. (Recommended)
- Dial the conferencing service directly, and enter the participant code shown below:  
Toll-free: +1-8666421665  
Participant Code: 321448

### FIRST-TIME USERS

To save time before the meeting, [check your system](#) to make sure it is ready to use Office Live Meeting.

### TROUBLESHOOTING

Unable to join the meeting? Follow these steps:

1. Copy this address and paste into your web browser:  
<https://www.livemeeting.com/cc/carlsoncompanies/join>
2. Copy and paste the required information:  
Meeting ID: 3ZBWZF  
Entry Code: w\$&49X|fB  
Location: <https://www.livemeeting.com/cc/carlsoncompanies>

If you still cannot enter the meeting, [contact support](#).

### NOTICE

Office Live Meeting can be used to record meetings. By participating in this meeting, you agree that your communications may be monitored or recorded at any time during the meeting.