



Statewide System Planning Training Video Teleconference (VTC) Participation Guidance

The purpose of the Statewide System Planning VTC Training is to facilitate improved knowledge, communication, and coordination among staff involved in Caltrans' System Planning processes and the creation of its products. The following is a list of general guidance for participation in the VTC trainings:

- Please have a representative show up 10-15 minutes early to make sure that the VTC room and its equipment are up and running. The trainings will start promptly at 9:00 am. Please do not call-in from the VTC room. The VTC room will call-in automatically.
- To expedite initial introductions, please select one spokesperson to introduce your district office.
- Please have a representative forward a list of attendees to Robert_J_Peters@dot.ca.gov after the completion of the meeting.
- Please silence your cell phones.
- Please mute your VTC microphone or telephone when not talking.
- When speaking, please state your name and your district.
- Speak close enough to the microphone (and loud enough) so everyone can hear you.
- Please, only one person speaks at a time. This is especially important as these trainings will be recorded and we want to make sure that all comments, questions, and responses are communicated clearly.
- Please try to avoid having side conversations with others in the room or on the phone.
- Due to the full agenda, if more detailed discussions are needed, please feel free to follow-up with the presenter after the meeting.
- If members of your staff are unable to attend in person and will be using the teleconference phone bridge:
 - Please make sure that your telephone is on mute.
 - Upon call-in for phone bridge, do not say your name when prompted, just bypass this request and continue (this avoids the automatic announcement to all if you happen to enter late or leave the conference early). Phone bridge call-in information can be found on meeting agenda.
 - Please make sure that you send an email verifying your attendance to Robert_J_Peters@dot.ca.gov.

Thank you for your anticipated attendance, and we hope these will be very successful and productive trainings.