

Market Implementation Committee  
PJM Conference & Training Center / WebEx  
November 5, 2025  
9:00 a.m. – 11:00 a.m. EPT

## Administration (9:00 – 9:05)

Stefan Starkov, PJM, reviewed the Antitrust, Code of Conduct, Public Meetings/Media Participation and WebEx Participant Identification Requirements.

**The committee approved the draft minutes from the October 9, 2025 Market Implementation Committee meeting by acclamation with 0 objections and 0 abstentions.**

Stefan Starkov, PJM, reviewed the MIC Work Plan.

## Endorsements (9:05 – 9:30)

### 1. Manual 18 Conforming Changes (9:05 – 9:30)

- a. Joseph Bowring, Monitoring Analytics, presented an update on DER participation in the capacity auctions.
- b. Pete Langbein, PJM, presented a second read of conforming changes to Manual 18 regarding DER (FERC Order 2222) participation in the 2028/29 Base Residual Auction as well as the Expanded Load Management availability requirement effective in the 2027/28 Delivery Year.

**The committee endorsed the revisions at this meeting by acclamation with 0 objections and 0 abstentions.**

## Additional Items (9:30 – 10:00)

### 2. Regulation Redesign Update (9:30 – 10:00)

Michael Olaleye, PJM, provided an update on Regulation Market Redesign.

## Working Items (10:00 – 11:00)

### 3. Resource Scheduling Prior to the Day-Ahead Energy Market (10:00 – 11:00)

Foluso Afelumo, PJM, led a discussion on design components within the matrix.

[Issue Tracking: Resource Scheduling Prior to the Day Ahead Energy Market](#)

## Lunch (12:00 – 1:00)

## Attendance

| In-Person                   |                     |                |
|-----------------------------|---------------------|----------------|
| Name                        | Company Name        | Sector         |
| Afelumo, Foluso (Chair)     | PJM Interconnection | None           |
| Starkov, Stefan (Secretary) | PJM Interconnection | None           |
| Anders, David               | PJM Interconnection | None           |
| Barker, Jason               | Vitol Inc.          | Other Supplier |
| Benitez, Rick               | Other               | None           |

|                      |                                                        |                      |
|----------------------|--------------------------------------------------------|----------------------|
| Carroll, Rebecca     | PJM Interconnection                                    | None                 |
| Chmielewski, Brian   | PJM Interconnection                                    | None                 |
| Connolly, Matthew    | PJM Interconnection                                    | None                 |
| Croop, Danielle      | PJM Interconnection                                    | None                 |
| Detweiler, Katie     | Federal Energy Regulatory Commission                   | None                 |
| Downs, Jere          | PJM Connect                                            | None                 |
| Fabiano, Janell      | PPL Electric Utilities Corporation d/b/a PPL Utilities | Transmission Owner   |
| Ghattas, Monica      | Exelon Business Services Company, LLC                  | Transmission Owner   |
| Ghosh, Abhishek      | Constellation Energy Generation, LLC                   | Generation Owner     |
| Graf, Walter         | PJM Interconnection                                    | None                 |
| Greening, Michele    | PJM Interconnection                                    | None                 |
| Hoatson, Tom         | West Deptford Energy, LLC                              | Generation Owner     |
| Hohenshilt, Jennifer | Talen Energy Marketing, LLC                            | Generation Owner     |
| Horger, Tim          | PJM Interconnection                                    | None                 |
| Horning, Lynn Marie  | American Municipal Power, Inc.                         | Electric Distributor |
| Hurd, Shawn          | Monongahela Power Company                              | Transmission Owner   |
| Johnson, Carl        | Customized Energy Solutions, Ltd.                      | None                 |
| Kirk, Steve          | Parkway Generation Operating LLC                       | Generation Owner     |
| Kogut, George        | New York Power Authority                               | Other Supplier       |
| Lacek, Mollie        | PJM Interconnection                                    | None                 |
| Langbein, Peter      | PJM Interconnection                                    | None                 |
| LeithYessian, Devin  | RTO Insider                                            | None                 |
| Lu, Chenchao         | PJM Interconnection                                    | None                 |
| Luna, Joel           | Monitoring Analytics                                   | None                 |
| Marzewski, Skyler    | PJM Interconnection                                    | None                 |
| Mason, Gary          | Public Service Electric and Gas Company                | Transmission Owner   |
| Morelli, Lisa        | PJM Interconnection                                    | None                 |
| Noonan, Casey        | PJM Interconnection                                    | None                 |
| Olaleye, Micahel     | PJM Interconnection                                    | None                 |
| Rohrbach, John       | Wabash Valley Power Association, Inc.                  | Electric Distributor |
| Rumsey, Amanda       | PPL Electric Utilities Corporation d/b/a PPL Utilities | Transmission Owner   |
| Shoemaker, Jason     | PJM Interconnection                                    | None                 |
| Stadelmeyer, Rebecca | Jersey Green Energy, LLC                               | Other Supplier       |
| Stern, Alexander     | Exelon Business Services Company, LLC                  | Transmission Owner   |
| Suh, Jung            | Calpine Energy Solutions, LLC                          | Other Supplier       |
| Sweeney, Rory        | Northern Virginia Electric Cooperative (NOVEC)         | Electric Distributor |

| WebEx                |                                        |                |
|----------------------|----------------------------------------|----------------|
| Name                 | Company Name                           | Sector         |
| Abdur-Rahman, Muhsin | Citigroup Energy, Inc.                 | Other Supplier |
| Afelumo, Foluso      | PJM Interconnection                    | None           |
| Ahuja, Manan         | RiverCrest Power-South, LLC            | Other Supplier |
| Anders, David        | PJM Interconnection                    | None           |
| Anderson, Jared      | S&P Global Inc.                        | None           |
| Baizman, Aaron       | PJM Interconnection                    | None           |
| Bangston, Kaley      | NextEra Energy Resources               | Other Supplier |
| Barrett, Emily       | PJM Interconnection                    | None           |
| Barry, Abdoul        | Pennsylvania Public Utility Commission | None           |
| Belenky, Maria       | PJM Interconnection                    | None           |
| Benitez, Rick        | BENG LLC                               | None           |
| Benner, William      | PJM Interconnection                    | None           |
| Bernabeu, Emanuel    | PJM Interconnection                    | None           |
| Bleiweis, Bruce      | Elliott Bay Energy Trading, LLC        | Other Supplier |

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|------------------------|--------------------------------------------|----------------------|
| Boehnlein, Andrew      | Virginia State Corporation Commission      | None                 |
| Bowker, Shannon        | PJM Interconnection                        | None                 |
| Bowring, Joe           | Monitoring Analytics                       | None                 |
| Boyle, Glen            | PJM Interconnection                        | None                 |
| Bradley, Deonisia      | PJM Interconnection                        | None                 |
| Breidenbaugh, Aaron    | CPower Energy Management                   | None                 |
| Brodbeck, John         | EDP Renewables North America LLC           | Generation Owner     |
| Brodbeck, John         | EDP Renewables North America LLC           | Generation Owner     |
| Brucaj, Armando        | DTE Energy Trading, Inc.                   | Other Supplier       |
| Bruno, Joshua          | PJM Interconnection                        | None                 |
| Byrd, Mark             | Maryland Office of People's Counsel        | None                 |
| Callaghan, Christopher | PJM Interconnection                        | None                 |
| Callen, Zachary        | Illinois Commerce Commission               | None                 |
| Campbell, Bruce        | Enerwise Global Technologies, LLC          | Other Supplier       |
| Cao, Roger             | PJM Interconnection                        | None                 |
| Carmean, Gregory       | Organization of PJM States, Inc.           | None                 |
| Carroll, Rebecca       | PJM Interconnection                        | None                 |
| Chen, Hong             | PJM Interconnection                        | None                 |
| Child, Maddy           | Base Power Company                         | None                 |
| Chintapalli, Raj       | BP                                         | None                 |
| Chmielewski, Brian     | PJM Interconnection                        | None                 |
| Christopher, Mahila    | Public Utility Commission of Ohio          | None                 |
| Ciabattini, Joseph     | PJM Interconnection                        | None                 |
| Cocco, Michael         | Old Dominion Electric Cooperative          | Electric Distributor |
| Connolly, Matthew      | PJM Interconnection                        | None                 |
| Cox, Jason             | EQ Energy Advisors                         | None                 |
| Coyne, Suzanne         | PJM Interconnection                        | None                 |
| Croop, Danielle        | PJM Interconnection                        | None                 |
| Curtin, Haley          | PJM Interconnection                        | None                 |
| Dalton, David          | Virginia State Corporation Commission      | None                 |
| Dantonio, Phil         | PJM Interconnection                        | None                 |
| Davis, David           | Apex Clean Energy Holdings, LLC            | None                 |
| Davis, James           | Dominion Energy Generation Marketing, Inc. | Generation Owner     |
| DeBasi, Jessica        | PJM Interconnection                        | None                 |
| Denommee, Anne         | MAG Energy Solutions                       | None                 |
| Diaz, Juan             | Enel X North America, Inc.                 | Other Supplier       |
| Domian, Christin       | Duquesne Light Company                     | Transmission Owner   |
| Dooling, Waverly       | Federal Energy Regulatory Commission       | None                 |
| Drom, Rick             | Other                                      | None                 |
| Dropkin, Ilyana        | PJM Interconnection                        | None                 |
| Dugan, Chuck           | East Kentucky Power Cooperative, Inc.      | Transmission Owner   |
| Dumitriu, Nicolae      | PJM Interconnection                        | None                 |
| duong, christina       | Cypress Creek Renewables, LLC              | Generation Owner     |
| Esterly, Theresa       | PJM Interconnection                        | None                 |
| Everton, Allen         | NextEra Energy Resources                   | Other Supplier       |
| Fahad, Gill            | NextEra Energy Resources                   | Other Supplier       |
| fan, zhenyu            | PJM Interconnection                        | None                 |
| Fereshetian, Damon     | PJM Interconnection                        | None                 |
| Filomena, Guy          | Customized Energy Solutions, Ltd.          | None                 |
| Fink, Sari             | Mid-Atlantic Renewable Energy Coalition    | None                 |
| Fitzpatrick, Brian     | PJM Interconnection                        | None                 |
| Fitzpatrick, Sarah     | North Carolina Utilities Commission        | None                 |
| Foladare, Kenneth      | Geenex Solar LLC                           | Other Supplier       |

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|------------------------|-----------------------------------------------|----------------------|
| Franks, Christine      | PJM Interconnection                           | None                 |
| Frede, Shannon         | Maryland Energy Administration                | None                 |
| Frogg, Darrell         | PJM Interconnection                           | None                 |
| Fuess, Christian       | Diamond State Generation Partners, LLC        | Generation Owner     |
| Furtaw, Natalie        | PJM Interconnection                           | None                 |
| Gallagher, Sarah       | PJM Interconnection                           | None                 |
| Gelbaugh, Andrew       | Talen Energy Marketing, LLC                   | Generation Owner     |
| Ghosh, Abhishek        | Constellation Energy Generation, LLC          | Generation Owner     |
| Gordon, Jonathan       | Advanced Energy United                        | None                 |
| Gorman, Bradley        | American Transmission Systems, Inc.           | Transmission Owner   |
| Greene, Benjamin       | AEP Appalachian Transmission Company, Inc.    | Transmission Owner   |
| Haas, Howard           | Monitoring Analytics                          | None                 |
| Haley, Ian             | Morgan Stanley                                | None                 |
| Hall, Heather          | Exelon Business Services Company, LLC         | Transmission Owner   |
| Hastings, David        | Long Island Lighting Company dba LIPA         | Other Supplier       |
| Hauske, David          | PJM Interconnection                           | None                 |
| Heinle, Erik           | Vistra Corporation                            | Other Supplier       |
| Heisey, Bradley        | Tenaska Pennsylvania Partners, LLC            | Generation Owner     |
| Higgins, Sharon        | Duke Energy Kentucky, Inc.                    | Transmission Owner   |
| Hoatson, Tom           | West Deptford Energy, LLC                     | Generation Owner     |
| Hohenshilt, Jennifer   | Talen Energy Marketing, LLC                   | Generation Owner     |
| Hooker, Marquette      | Virginia Electric & Power Company             | Transmission Owner   |
| Horning, Lynn Marie    | American Municipal Power, Inc.                | Electric Distributor |
| Horstmann, John        | Dayton Power & Light Company (The)            | Transmission Owner   |
| Hsia, Eric             | PJM Interconnection                           | None                 |
| Hurd, Shawn            | Monongahela Power Company                     | Transmission Owner   |
| Hyatt, Earl            | Monitoring Analytics                          | None                 |
| Hyzinski, Tom          | GT Power Group, LLC                           | None                 |
| Ingraham, Deborah      | ACCIONA                                       | None                 |
| Janicki, Diane         | Boston Energy Trading and Marketing LLC       | Other Supplier       |
| Jardot, Gina           | NRG Curtailment Solutions, Inc.               | Other Supplier       |
| Johnson, Amanda        | Duquesne Light Company                        | Transmission Owner   |
| Johnson, Carl          | Customized Energy Solutions, Ltd.             | None                 |
| Johnston, David        | Indiana Utility Regulatory Commission         | None                 |
| Kalle, Ibrahima        | Leidos                                        | None                 |
| Kelly, Michael         | PJM Interconnection                           | None                 |
| Kelly, Stephen         | Brookfield Renewable Trading and Marketing LP | Other Supplier       |
| Keshavamurthy, Bhavana | PJM Interconnection                           | None                 |
| Kimmel, David          | PJM Interconnection                           | None                 |
| Klingensmith, Laurel   | American Transmission Systems, Inc.           | Transmission Owner   |
| Knox, Marie            | PJM Interconnection                           | None                 |
| Korandovich, Bob       | KOREnergy, Ltd.                               | Other Supplier       |
| Lacek, Mollie          | PJM Interconnection                           | None                 |
| Lahvis, Mahala         | New Jersey Board of Public Utilities          | None                 |
| Laios, Takis           | Appalachian Power Company                     | Transmission Owner   |
| Last Name, First Name  | Company Name                                  | Sector               |
| Lee, Lori Murphy       | PJM Interconnection                           | None                 |
| Lee, Suin              | PJM Interconnection                           | None                 |
| Lei, Chen              | PJM Interconnection                           | None                 |
| Leith-Yessian, Devin   | RTO Insider                                   | None                 |
| Lejcar, Jamie          | Allegheny Electric Cooperative, Inc.          | Electric Distributor |
| Li, Kanning            | PJM Interconnection                           | None                 |
| Luna, Joel             | Monitoring Analytics                          | None                 |

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| Mabry, David         | McNees Wallace & Nurick LLC                            | None                 |
| MacArthur ES, Norman | Virginia Electric & Power Company                      | Transmission Owner   |
| Marzewski, Skyler    | PJM Interconnection                                    | None                 |
| Mason, Gary          | Public Service Electric and Gas Company                | Transmission Owner   |
| Massarelli, Eva      | Virginia Electric & Power Company                      | Transmission Owner   |
| Mathias, Joel        | PJM Interconnection                                    | None                 |
| McCorry, Hannah      | Illinois Commerce Commission                           | None                 |
| McNab, Russell       | Federal Energy Regulatory Commission                   | None                 |
| Melkonich, Hannah    | PJM Interconnection                                    | None                 |
| Mendez Perez, Victor | Commonwealth Edison Company                            | Transmission Owner   |
| Mihaly, Imola        | Nautilus Power, LLC                                    | Generation Owner     |
| Miller, John         | Calico Energy                                          | None                 |
| Mroz, David          | PJM Interconnection                                    | None                 |
| Olaleye, Michael     | PJM Interconnection                                    | None                 |
| O'Leary, Christopher | PSEG Energy Resources & Trade LLC                      | Other Supplier       |
| Ondayko, Brock       | AEP Energy Partners, Inc.                              | Transmission Owner   |
| Osborn, Eric         | EDF Trading North America, LLC                         | Other Supplier       |
| Pakela, Greg         | DTE Energy Trading, Inc.                               | Other Supplier       |
| Patel, Anita         | PJM Interconnection                                    | None                 |
| Patel, Harshil       | PJM Interconnection                                    | None                 |
| patel, keyurbhai     | PJM Interconnection                                    | None                 |
| Peoples, John        | Duquesne Light Company                                 | Transmission Owner   |
| Petrov, Matt         | PJM Interconnection                                    | None                 |
| Pilong, Christopher  | PJM Interconnection                                    | None                 |
| Pilong, Melissa      | PJM Interconnection                                    | None                 |
| Radl, Justin         | IR Energy Management LLC                               | Other Supplier       |
| Randazzo, Tim        | NJ Board of Public Utilities                           | None                 |
| Rasmussen, Jay       | Duke Energy Business Services LLC                      | Transmission Owner   |
| Reagan, Ryann        | PJM Interconnection                                    | None                 |
| Rode, Advait         | Michigan Public Service Commission                     | None                 |
| Rohrbach, John       | Wabash Valley Power Association, Inc.                  | Electric Distributor |
| Rumsey, Amanda       | PPL Electric Utilities Corporation d/b/a PPL Utilities | Transmission Owner   |
| Russo, Michael       | Monitoring Analytics                                   | None                 |
| Salaneck, Alexandra  | Monitoring Analytics                                   | None                 |
| Salwocki, Laura      | PJM Interconnection                                    | None                 |
| Samuel, Allison      | Virginia State Corporation Commission                  | None                 |
| Sasser, Jonathan     | Customized Energy Solutions, Ltd.                      | None                 |
| Scheidecker, Paul    | Monitoring Analytics                                   | None                 |
| Scheirer, Alexandra  | Jersey Green Energy, LLC                               | Other Supplier       |
| Schmatz, Peter       | PSEG Energy Resources & Trade LLC                      | Other Supplier       |
| Schmitt, Jeffrey     | PJM Interconnection                                    | None                 |
| Schuyler, Ken        | PJM Interconnection                                    | None                 |
| Shah, Vijay          | PJM Interconnection                                    | None                 |
| SHELOR, JEREMIAH     | Virginia Electric & Power Company                      | Transmission Owner   |
| Shotton, Annabelle   | Virginia State Corporation Commission                  | None                 |
| Simon, Emma          | EDF Renewable Development, Inc.                        | None                 |
| Sokol, Kara          | Duquesne Light Company                                 | Transmission Owner   |
| Solanki, Pratisha    | New Project Media                                      | None                 |
| Sotkiewicz, Paul     | Jackson Generation, LLC                                | Generation Owner     |
| Stadelmeyer, Rebecca | Jersey Green Energy, LLC                               | Other Supplier       |
| Starkov, Stefan      | PJM Interconnection                                    | None                 |
| Stern, Alexander     | Exelon Business Services Company, LLC                  | Transmission Owner   |
| Stone, Andy          | Other                                                  | None                 |

|                    |                                                        |                      |
|--------------------|--------------------------------------------------------|----------------------|
| Sturgeon, John     | Duke Energy Business Services LLC                      | Transmission Owner   |
| Swartz, William    | Cordova Energy Company LLC                             | Generation Owner     |
| Talebi, Tessa      | Federal Energy Regulatory Commission                   | None                 |
| Taylor, Daniel     | PJM Interconnection                                    | None                 |
| Tubridy, Meg       | Cornerstone Gas, L.L.C.                                | Generation Owner     |
| Tutino, Joseph     | PJM Interconnection                                    | None                 |
| Tyler, Catherine   | Monitoring Analytics                                   | None                 |
| Ulmer, William     | PJM Interconnection                                    | None                 |
| Ushijima, Hiroaki  | Elwood Energy, LLC                                     | Generation Owner     |
| VanderLaan, Bill   | Illinois Commerce Commission                           | None                 |
| Vinnik, Daniel     | PJM Interconnection                                    | None                 |
| Voelker, Scott     | CPV Power Holdings, LP                                 | Generation Owner     |
| Wagar, Benjamin    | Jersey Central Power & Light Company                   | Transmission Owner   |
| Wagner, Reid       | Invenergy Energy Management LLC                        | Generation Owner     |
| Waweru, James      | PJM Interconnection                                    | None                 |
| Wehnes, Kathleen   | Other                                                  | None                 |
| Wells, Christopher | PJM Interconnection                                    | None                 |
| Whitehead, Jeffrey | JW Energy Solutions                                    | None                 |
| Wildstein, Pamela  | Monitoring Analytics                                   | None                 |
| Williamson, Ryan   | Capital Power                                          | None                 |
| Wise, Emily        | WGL Energy Services, Inc.                              | Other Supplier       |
| Wynne, Connor      | PJM Interconnection                                    | None                 |
| Yeaton, Andrea     | PJM Interconnection                                    | None                 |
| Youth, Michael     | North Carolina Electric Membership Corporation         | Electric Distributor |
| Yovanovich, Laura  | PPL Electric Utilities Corporation d/b/a PPL Utilities | Transmission Owner   |
| Zangam, Sravani    | PJM Interconnection                                    | None                 |
| Zhang, Mike        | PJM Interconnection                                    | None                 |
| Zhou, Ming         | DXT Commodities                                        | None                 |

## Informational Section

### Stability Limits in Markets and Operations

Materials are posted as informational only.

### Interregional Coordination Update

Materials are posted as informational only.

### PJM Regional Transmission and Energy Scheduling Practices Document – Revision 13 Update

Materials are posted as informational only. Revisions will be reviewed at the Operating Committee.

### ARR FTR Market Task Force (AFMTF)

Meeting materials are posted to the [AFMTF website](#).

### Cost Development Subcommittee (CDS)

Meeting materials are posted to the [CDS website](#).

### Distributed Resources Subcommittee (DISRS)

Meeting materials are posted to the [DISRS website](#).

## Market Settlements Subcommittee (MSS)

Meeting materials are posted to the [MSS website](#).

## Report on Market Operations

The Report on Market Operations will be reviewed during the [MC Webinar](#).

| Future Meeting Dates and Materials |        |                                      | Materials Due to Secretary | Materials Published |
|------------------------------------|--------|--------------------------------------|----------------------------|---------------------|
| December 3                         | 9 a.m. | WebEx / Conference & Training Center | November 21                | November 26         |
| January 7                          | 9 a.m. | WebEx / Conference & Training Center | December 26                | December 31         |

\*Materials received after 12:00 p.m. EPT are not guaranteed timely posting by 5:00 p.m. EPT on the same day.

Author: Stefan Starkov

### Antitrust:

It is PJM's policy to comply with applicable antitrust laws. Participants must not disclose or exchange non-public, competitively sensitive information about their individual business strategies. Prohibited topics include, but are not limited to:

- Non-public individual pricing strategies, bidding strategies, or offer practices
- Non-public forecasts of prices, costs, output, or market behavior
- Non-public information about the availability, output or production costs of specific resources or services
- Confidential terms or conditions of sale, service, or trading strategies
- Planned or potential allocation of specific customers, suppliers, or markets among competitors
- Agreements or understandings between or among competitors to limit supply, coordinate bidding, fix prices, divide markets, or refuse to deal with particular entities
- Any other communication that could unreasonably restrain competition or coordinate competitive behavior among market participants

Discussion of PJM-administered market rules, tariff provisions, system operations, and public market outcomes is appropriate, provided individual confidential business information is not shared. These permitted discussions may include advocacy positions, including those reflecting state regulatory responsibilities or consistent with the obligations and interests of state-regulated entities. These discussions occur in a context where resulting rule changes may be submitted to FERC for approval, or may reflect regulatory mandates established by state authorities.

If prohibited topics are raised, the Chair will redirect the conversation. If the discussion continues, participants may be asked to leave the meeting or the meeting may be adjourned. For more information, please refer to [PJM's Antitrust Guidelines for Stakeholder Meetings](#), which are posted on PJM's [Committees and Groups page](#).

### Code of Conduct:

As a mandatory condition of attendance at today's meeting, attendees agree to adhere to the Code of Conduct as detailed in PJM Manual M-34 section 4.5, including, but not limited to, participants' responsibilities and rules regarding the dissemination of meeting discussion and materials. Expectations for participating in PJM activities are further detailed in the [PJM Code of Conduct](#).

### Public Meetings/Media Participation:

Unless otherwise noted, PJM stakeholder meetings are open to the public and to members of the media. Members of the media are asked to announce their attendance at all PJM stakeholder meetings at the beginning of the meeting or at the point they join a meeting already in progress. Members of the Media are reminded that speakers at PJM meetings cannot be quoted without explicit permission from the speaker. PJM Members are reminded that "detailed transcriptional meeting notes" and white board notes from "brainstorming sessions" shall not be disseminated. Stakeholders are also not allowed to create audio, video or online recordings of PJM meetings. PJM may create audio, video or online recordings of stakeholder meetings for internal and training purposes, and your participation at such meetings indicates your consent to the same.

### Participant Identification in Webex:

When logging into the Webex desktop client, please enter your real first and last name as well as a valid email address. Be sure to select the "call me" option.

PJM support staff continuously monitors Webex connections during stakeholder meetings. Anonymous users or those using false usernames or emails will be dropped from the teleconference.

### Participant Use of Webex Chat:

The use of the Webex chat feature during meetings shall be primarily reserved for administrative and logistical purposes, such as managing a question or comment queue, noting technical difficulties, and meeting support or management purposes. Utilizing Webex chat for any other commentary should be limited to short phrases. Detailed commentary or substantive dialogue shall be shared orally by entering the speaker queue.

### On the Phone, Dial



to Mute/Unmute

### Linking Teleconference Connection to Webex

When logging in to the meeting, access Webex first and select the "call me" feature to receive a direct call to your phone. Using this feature will connect your name to your Webex presence.



# Draft Minutes

## Join a Meeting

1. Join meeting in the Webex desktop client
2. Enter name (*First and Last\**) and corporate email
3. Under "Select Audio Option" select "Call Me" option from the dropdown menu

*\*Note: Anonymous users or those using false usernames or emails will be dropped from the teleconference.*

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