

## Planning Committee

Webex / PJM Conference and Training Center

December 03, 2024

9:00 a.m. – 10:50 a.m. EPT

### Administration

1. Megan Heater, PJM, called the meeting to order. Ashwini Bhat, PJM, reviewed the Antitrust, Code of Conduct, media participation, WebEx and In-person meeting participation guidelines.
2. Ashwini Bhat reviewed and the committee **approved** the draft minutes from the November 06, 2024 Planning Committee by acclamation with 0 objections and 0 abstentions.
3. Megan Heater reviewed and stakeholders **approved** the PC Charter as proposed.

### Endorsements

4. Manual 14 H – New Service Requests Cycle Process

Jonathan Thompson, PJM, presented a Problem Statement, Issue Charge, and updates to Manual 14H: Allowable Site Control modifications throughout the New Service Requests Cycle process and an additional correction of a duplicated exhibit. **The committee approved the Issue Charge and endorsed the proposed Manual 14H revisions as part of the Quick Fix process by voting application with 147 (79.5%) in favor, 38 (20.5%) opposed, and 7 abstentions. A second vote showed stakeholders preferred the proposed Manual 14H revisions over status quo with 152 (81.7%) in favor, 34 (18.3%) opposed, and 6 abstentions.**

### First Reads

5. TO/TOP Matrix Annual Review

Gizella Mali, PJM, reviewed Rev. 19 of the TO/TOP Matrix as a part of the annual review. The PC will be asked to **recommend** the TOA-AC approve the TO/TOP Matrix at its next meeting.

6. TO/TOP Matrix Subcommittee (TTMS) Charter - Annual Review

Gizella Mali, PJM, reviewed Rev. 3 of the TTMS Charter as a part of the annual review. The PC will be asked to **recommend** the TOA-AC approve the TTMS Charter at its next meeting.

### Informational Updates

7. Large Load Adjustments Requests

Molly Mooney, PJM, reviewed preliminary results of the large load adjustment requests for the 2025 Load Forecast.

## 8. Spare Equipment Philosophy Request

Dave Souder, PJM, requested the PC to assign the Transmission & Substation Subcommittee (TSS) an action item to review the existing Spare Equipment Philosophy (<https://www.pjm.com/-/media/planning/design-engineering/maac-standards/section-iv-spare-equip.ashx>), recognizing the impact of extreme weather events and potential prolonged equipment outages. There were no objections to the assignment from the committee.

## 9. Capacity Markets Enhancement - Capacity Emergency Transfer Limit (CETL)

Megan Heater, PJM, provided an update on the CETL issue charge and proposed next steps.

## 10. TSS Update

Jeff Falciani, PJM, provided an update from the TSS.

## 11. Reliability Compliance Update

This item was converted to an informational posting. A post meeting version of the presentation was posted on PC page of PJM.com.

### Informational Posting

#### A. Model Build Activity Update

- RTEP
  - 2025 Series Load Flow
    - PJM to provide Trail 2 cases by December 6<sup>th</sup>
  - 2025 Series Short Circuit
    - PJM to provide Trail 1 cases by January 10<sup>th</sup>
  - CIP-014
    - PJM starting work on 3 year Summer dynamics case
- MMWG
  - 2024 Series Load Flow

- The MMWG power flow models were approved on November 7<sup>th</sup>
- 2024 Series Dynamics
  - PJM finished no fault and disturbance tests on all 8 MMWG pre-final cases
  - PJM updated MMWG SDDb database to include additional generator and TO dynamic device updates
  - PJM provided dynamic load model to PowerTech by November 22<sup>nd</sup>
  - PJM also provided ideas for PJM dynamic simulation corrections to PowerTech

Future Meeting Dates and Materials			Materials Due to Secretary	Materials Published
Date	Time	Location	5:00 p.m. EPT deadline*	
Tuesday, January 7, 2025	9:00 a.m. – 12:00 p.m.	PJM Conference & Training Center and Webex	Thursday, December 26, 2024	Tuesday, December 31, 2024
Tuesday, February 4, 2025	9:00 a.m. – 12:00 p.m.	PJM Conference & Training Center and Webex	Thursday, January 23, 2025	Tuesday, January 28, 2025
Tuesday, March 4, 2025	9:00 a.m. – 12:00 p.m.	PJM Conference & Training Center and Webex	Thursday, February 20, 2025	Tuesday, February 25, 2025
Tuesday, April 1, 2025	9:00 a.m. – 12:00 p.m.	PJM Conference & Training Center and Webex	Thursday, March 20, 2025	Tuesday, March 25, 2025
Tuesday, May 6, 2025	9:00 a.m. – 12:00 p.m.	Teleconference / Webex	Thursday, April 24, 2025	Tuesday, April 29, 2025
Tuesday, June 3, 2025	9:00 a.m. – 12:00 p.m.	PJM Conference & Training Center and Webex	Thursday, May 22, 2025	Tuesday, May 27, 2025
Tuesday, July 8, 2025	9:00 a.m. – 12:00 p.m.	PJM Conference & Training Center and Webex	Thursday, June 26, 2025	Tuesday, July 1, 2025
Tuesday, August 5, 2025	9:00 a.m. – 12:00 p.m.	PJM Conference & Training Center and Webex	Thursday, July 24, 2025	Tuesday, July 29, 2025
Tuesday, September 9, 2025	9:00 a.m. – 12:00 p.m.	PJM Conference & Training Center and Webex	Wednesday, August 27, 2025	Tuesday, September 2, 2025
Wednesday, October 8, 2025	9:00 a.m. – 12:00 p.m.	PJM Conference & Training Center and Webex	Friday, September 26, 2025	Wednesday, October 1, 2025
Tuesday, November 4, 2025	9:00 a.m. – 12:00 p.m.	PJM Conference & Training Center and Webex	Thursday, October 23, 2025	Tuesday, October 28, 2025
Tuesday, December 2, 2025	9:00 a.m. – 12:00 p.m.	PJM Conference & Training Center and Webex	Thursday, November 20, 2025	Tuesday, November 25, 2025

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

Author: Ashwini Bhat

## Attendance

Last Name	First Name	Company	Sector
Heater (Chair)	Megan	PJM Interconnection	None
Bhat (Secretary)	Ashwini	PJM Interconnection	None
Midkiff	Jacob A	Dominion Virginia Power	Transmission Owner
Abate	Steve	Duquesne Light Company	Transmission Owner
Abdurrahman	Muhsin	Vistra Corporation	Generation Owner
Adams	Darrin	East Kentucky Power Cooperative, Inc.	Transmission Owner
Adnan	Khan	NextEra Energy Transmission, LLC	Other Supplier
Adrian	Ryan	NOVEC	None
Affleck	Jon	PJM Interconnection	None
Ahuja	Manan	61 commodities	None
Allen	Gerald	None	None
Ament	Todd	Cube Hydro Partners, LLC	Generation Owner
Amoling	Leo	PJM Interconnection	None
Analytics	Monitoring	Monitoring Analytics	None
Anders	David	PJM Interconnection	None
Anderson	Juliet	Constellation Energy Generation, LLC	Generation Owner
Anderson	Juliet	Constellation Energy Generation, LLC	Generation Owner
Applebaum	David	None	None
Ar Llamido	Jay	State Corporate Commission Virginia	None
Arega	Robel	Plus Power LLC	None
Arkatin	Tyler	PJM Interconnection	None
Ashley	Smyda	First Energy	Transmission Owner
Aslam	Nabeel	Public Service Electric and Gas Company	Transmission Owner
Aurely	Marc	EN Engineering LLC	None
Winsky	Timothy B	Dominion Virginia Power	Transmission Owner
Bailey	Mike	Duquesne Light Company	Transmission Owner
Bainbridge	Tom	American Transmission Systems, Inc.	Transmission Owner
Barefield	Palmer	Zero Emission Grid	None
Bell	Maria	AEP	Transmission Owner
Benitez	Rick	BE&C	None
Benner	William	PJM Interconnection	None
Berger	Stephen	PJM Interconnection	None
Berner	Aaron	PJM Interconnection	None

Bernstein	Matthew	PJM Interconnection	None
Bettinger	Brett	Duke Energy Ohio, Inc.	Transmission Owner
Bhana	Rajesh	Exelon Business Services Company, LLC	Transmission Owner
Bill	Skumanich	RTR Energy	None
Boehnlein	Andrew	Virginia State Corporation Commission	None
Bondi	Greg	Constellation Energy Generation, LLC	Generation Owner
Bradley	Nathan	East Kentucky Power Cooperative, Inc.	Transmission Owner
Bridenbaugh	Carl	First Energy	Transmission Owner
Brodbeck	John	EDP Renewables North America LLC	Generation Owner
Bryson	Michael	PJM Interconnection	None
Burbank	Cindy	Protect Fauquier	None
Burkett	Will	AEP	Transmission Owner
Callen	Zachary	Illinois Commerce Commission	None
Canchi	Devendra	Monitoring Analytics	None
Carmean	Gregory V	Organization of PJM States, Inc.	None
Carroll	Rebecca	PJM Interconnection	None
Caven	Augustine	PJM Interconnection	None
Chad	Heitmeyer	AEP	Transmission Owner
Chamberlain	Kevin	Commonwealth Edison Company	Transmission Owner
Chang	Sean	Shell Energy North America (US), L.P.	Other Supplier
Christopher	Mahila	Public Utilities Commission of Ohio	None
Christopher	Szmodis	PPL	Transmission Owner
Coffman	Corban	Husch Blackwell	None
Collier	Oliver	Virginia State Corporation Commission	None
Connolly	Matt	PJM Interconnection	None
Curtis	Kenneth	Enverus	None
D'Antonio	Phil	PJM Interconnection	None
Dadourian	John	Monitoring Analytics	None
Dan	Benson	Duke Energy	Transmission Owner
David	Rupert	AEP	Transmission Owner
David	Souder	PJM Interconnection	None
Davis	Jim	PJM Interconnection	None
de la Mora	Luis	Strom Power	None
DeGiusto	Vince	UGI	Transmission Owner
Devin	Stubbs	NextEra Energy Transmission, LLC	Other Supplier
Diaz	Juan	Public Service Electric and Gas Company	Transmission Owner
DiMartino	Denise	PJM Interconnection	None
Dolan	Ryan	NextEra Energy Transmission, LLC	Other Supplier

Domian	Christin	Duquesne Light Company	Transmission Owner
Dossin	Sophia	Big Sandy Peaker Plant, LLC	Generation Owner
Dugan	chuck	East Kentucky Power Cooperative, Inc.	Transmission Owner
Dumitriu	Andrei	PJM Interconnection	None
Eakins	Doug	Commonwealth Edison Company	Transmission Owner
Fabiano	Janell	PPL Electric Utilities Corp. dba PPL Utilities (LSE)	Transmission Owner
Faisal	Akim	PJM Interconnection	None
fan	zhenyu	PJM Interconnection	None
Filomena	Guy	Customized Energy Solutions, Ltd.	None
Fink	Sari	Pine Gate Mid-Atlantic, LLC	Generation Owner
Fink	Regan	Pine Gate Mid-Atlantic, LLC	Generation Owner
Foladare	Kenneth	Geenex Solar LLC	Other Supplier
Ford	Nick	Constellation Energy Generation, LLC	Generation Owner
Ford	Andrew	Constellation Energy Generation, LLC	Generation Owner
Franks	Ed	PJM Interconnection	None
Fuess	Christian	PBF Power Marketing, LLC	End-Use Customer
Gahimer	Mike	Maryland Solar LLC	Generation Owner
Garcia	Luis	Public Service Electric and Gas Company	Transmission Owner
Gates	Terry	Appalachian Power Company (AEP Generation)	Transmission Owner
George	Kogut	NYPA	None
George Khoury	Lawrence	PPL	Transmission Owner
Ghosh	Josh	Cypress Creek Renewables, LLC	Generation Owner
Gilani	Rehan	RWE CLEAN ENERGY WHOLESALE SERVICES, INC.	Other Supplier
Gizella	Mali	PJM Interconnection	None
Goldberg	Jeffrey	PJM Interconnection	None
Gordon	Jon	Advanced Energy Economy	None
Grau	Patrick	DRW Holdings	None
Greening	Michele	PJM Interconnection	None
Grimes	Jordan	Morgan Stanley	None
Guess	Tom	First Energy	Transmission Owner
Guignet	Doug	PJM Interconnection	None
Guy	Gary	Baltimore Gas and Electric Company	Transmission Owner
Harris	Kevin	Exelon Business Services Company, LLC	Transmission Owner
Hastings	Jason	Long Island Lighting Company dba LIPA	Other Supplier
Hazel	Steve	Geenex Solar LLC	Other Supplier
Heinle	Erik	Dynegy Marketing and Trade, LLC	Generation Owner
Herel	Suzanne	PJM Interconnection	None
Hitt	Jason	Duquesne Light Company	Transmission Owner



Hoatson	Tom	West Deptford Energy, LLC	Generation Owner
Hohenshilt	Jennifer	Talen Energy Marketing, LLC	Generation Owner
Holland	Risa	PJM Interconnection	None
Horger	Tim	PJM Interconnection	None
Horning	Lynn	American Municipal Power, Inc.	Electric Distributor
Horst	Lehman	PPL	Transmission Owner
Horstmann	John	Dayton Power & Light Company (The)	Transmission Owner
Hoshmand	Mojtaba	PJM Interconnection	None
Hozempa	Larre	American Transmission Systems, Inc.	Transmission Owner
Hunter	Scott	other	None
Hurwich	Mark	Elliott Bay Energy Trading, LLC	Other Supplier
Hutt	Daniel	Public Service Electric and Gas Company	Transmission Owner
Hyatt	John	Monitoring Analytics	None
Hyzinski	Tom	GT Power Group, LLC	None
Iler	Art	Indiana Office Of Utility Consumer Counselor	None
Marshall Torres	Emma J	Elevate Renewable Energy	None
Jack	Honor	NextEra Energy Transmission, LLC	Other Supplier
Jacki	Vitiello	VE&P	None
Jacquelyn	Lojeck	First Energy	Transmission Owner
Janapareddy	Anupama	Green River Holdings, LLC	Generation Owner
Janicki	Diane	Boston Energy Trading and Marketing LLC	Other Supplier
Jeff	Baker	Duke Energy	Transmission Owner
Jeff	Falciani	PJM Interconnection	None
Jim	Davis	Dominion Virginia Power	Transmission Owner
Johnson	Carl	Customized Energy Solutions, Ltd.	None
Johnston	David	Other	None
Jonathan	Thompson	PJM Interconnection	None
Jones	Scott	PJM Interconnection	None
Jones	Peter	PJM Interconnection	None
Jones	Jason	PJM Interconnection	None
Julie M	Mason	Duke Energy	Transmission Owner
Kelly	Stephen	Brookfield Renewable Trading and Marketing LP (BSMH)	Other Supplier
Kenneth	Foladare	Geenex Solar LLC	Other Supplier
Koehler	Nick	Appalachian Power Company (AEP Transmission)	Transmission Owner
Korandovich	Robert	Kor Energy Ltd	None
Kosner	Bob	IMEA	None
Kovler	Ed	PJM Interconnection	None
Krizenoskas	Lisa	PJM Interconnection	None

Kuchan	Meagan	Dayton Power & Light Company (The)	Transmission Owner
Lacek	Mollie	PJM Interconnection	None
Laos	Takis	Appalachian Power Company (AEP Transmission)	Transmission Owner
Lambert	AJ	PJM Interconnection	None
Laura	Yovanovich	PPL	Transmission Owner
Lawrence	Hozempa	First Energy	Transmission Owner
leeming	thomas	Exelon Business Services Company, LLC	Transmission Owner
Leith Yessian	Devin	RTO Insider	None
Leonid	Lyakhovich	Public Service Electric and Gas Company	Transmission Owner
Lescano	Amanda	New Jersey Board of Public Utilities	None
Lin	Nathan A	Virginia Electric & Power Company	Transmission Owner
Liu	Jay	Twin Ridges LLC	Generation Owner
Lockwood	Dan	PJM Interconnection	None
Long	Ryan	Virginia Electric & Power Company	Transmission Owner
Lunde	Constance	Shell Energy North America (US), L.P.	Other Supplier
M Hooker	Marquette	Dominion Virginia Power	Transmission Owner
Mabry	David	McNees Wallace & Nurick LLC	None
Mahmud	Rajul - I - Haque	National Grid USA	None
Mangonon	Rolliw	Rockland Electric Company	Transmission Owner
Mariam	Yohannes	Office of the People's Counsel, DC	None
Martis	Megan	Bear Peak Power	None
Mason	Gary	Monongahela Power Company	Transmission Owner
Massarelli	Eva	Dominion Virginia Power	Transmission Owner
Mathew	Lagy	PJM Interconnection	None
Maurer	Derrick	New Jersey Resources	None
McClure	Emily	Illinois Commerce Commission	None
McCorry	Hannah	Illinois Commerce Commission	None
McDewell	Christian	Pennsylvania Public Utility Commission	None
McGill	Susan	PJM Interconnection	None
McNeil	Justin	Kentucky Public Service Commission	None
Mekala	Karthik	RWE Clean Energy, LLC	Generation Owner
Mer	Aayushi	Virginia Electric & Power Company	Transmission Owner
Michelle Poley	FE	First Energy	Transmission Owner
Miller	John	NedPower Mount Storm, LLC	Generation Owner
Moghassem Hamidi	Milad	First Energy	Transmission Owner
Molly	Mooney	PJM Interconnection	None
Mooney	Molly	PJM Interconnection	None



Mroz	David	PJM Interconnection	None
Mullin	Michael	PPL	Transmission Owner
Nader	Jordan	Pulic Utilities North Carolina Utilities Commission.	None
Nareshkumar	Koushy	Potomac Electric Power Company	Electric Distributor
ndikwani	priscilla	EDF Renewable Development, Inc.	None
Nekolny	Christopher	Exelon Business Services Company, LLC	Transmission Owner
Nestel	Stacey	PJM Interconnection	None
Newkirk	Alex	PJM Interconnection	None
Newman	Keryn	None	None
Nguyen	Henry	Vesper Energy Development LLC	None
Nix Simon	Emma	EDF Renewable Development, Inc.	None
Noel Jeune	Reynaldo	Orsted Onshore North America, LLC	Generation Owner
Norton	Chris	American Municipal Power, Inc.	Electric Distributor
O'Hara	Bernie	Sargent Lundy	None
OLeary	Chris	Public Service Electric and Gas Company	Transmission Owner
Ondayko	Brock	AEP Energy Partners, Inc. (AEP Gen Resources)	Transmission Owner
Orero	Shadrack	Constellation Energy Generation, LLC	Generation Owner
Osborn	Eric	EDF Trading North America, LLC	Other Supplier
Pai	Medha	PJM Interconnection	None
Pakela	Gregory	DTE Energy Trading, Inc.	Other Supplier
Palermo	Jeff	PJP Consulting	None
Pampaloni	Hanna	None	None
Panchal	Hitesh	PJM Interconnection	None
Papp	Joseph	Exelon Business Services Company, LLC	Transmission Owner
Patel	Anita	PJM Interconnection	None
Peebles	Andy	None	None
Petruso	Dominick	Public Service Electric and Gas Company	Transmission Owner
Pezalla	William	Old Dominion Electric Cooperative	Electric Distributor
Pham	Bao	Lincoln Generating Facility, LLC	Generation Owner
Phillips	Darlene	PJM Interconnection	None
Pietrucha	Doug	Advanced Energy United	None
Pilong	Chris	PJM Interconnection	None
Plummer	Angela	SolAmerica Energy	None
Potter	Harrison	Dominion Virginia Power	Transmission Owner
Price	Mark	Ampliform Generation LLC	None
Ptak	Anton	EDF Renewable Development, Inc.	None
Pulin	Shah	Exelon Business Services Company, LLC	Transmission Owner
quevada	jason	PJM Interconnection	None

Radhakrishna Pillai	Nuthish	PECO Energy Company	Transmission Owner
Rasmussen	Jay	Duke Energy Business Services LLC	Transmission Owner
Reiter	Heather	PJM Interconnection	None
Rettig	Kacie	Rockland Electric Company	Transmission Owner
Richards	Wade	Apex Clean Energy Holdings, LLC	None
Richards Jr.	Cleveland	PPL	Transmission Owner
Rohs	Fred	Marina Energy, LLC	Generation Owner
Rory	Sweeney	High Point Cyber	None
Russ	Michael	Strata Clean Energy	None
Rutledge	Craig	Appalachian Power Company (AEP Generation)	Transmission Owner
Sajja	Pavan	Fowler Ridge IV Wind Farm LLC	Generation Owner
Sasser	Jonathan	Customized Energy Solutions, Ltd.	None
Scarpignato	David	Calpine Energy	Generation Owner
Schavrien	Nick	Silver Run Electric, LLC	Transmission Owner
Schmidt	Tom	Buckeye Power, Inc.	Electric Distributor
Schmitt	Catherine	Public Service Electric and Gas Company	Transmission Owner
Schoon	David	PJM Interconnection	None
Schuyler	Ken	PJM Interconnection	None
schweiger	steve	Dominion Virginia Power	Transmission Owner
Seeley	Dylan	PJM Interconnection	None
Selick	Sam	Customized Energy Solutions, Ltd.	None
Sillin	John	FERC	None
Sims	Mark	PJM Interconnection	None
Sloan	Ben	Organization of PJM States, Inc.	None
Sotkiewicz	Paul	E-Cubed Policy Associates, LLC	None
Stadelmeyer	Rebecca	Jersey Green Energy LLC	Other Supplier
Steely	Aaron	Advantage Renewables	None
Steve	Steinkuhl	Duke Energy	Transmission Owner
Strange	Rob	Yes Energy LLC	None
Stuchell	Jeff	American Transmission Systems, Inc.	Transmission Owner
Sturgeon	John	Duke Energy Business Services LLC	Transmission Owner
Swalwell	Brad	Tangent Energy Solutions, Inc.	Other Supplier
Taberner	Bart	AEP	Transmission Owner
Tangvald	Rainor	Duke Energy Ohio, Inc.	Transmission Owner
Thomas	Donahue	NOVEC	None
Thompson	Jonathan	PJM Interconnection	None
Tiwari	Megha	PJM Interconnection	None
Tiwari	Purushottam	PJM Interconnection	None

Tompkins	Dan	First Energy	Transmission Owner
Tribulski	Jen	PJM Interconnection	None
Uddin	Shahab	Old Dominion Electric Cooperative	Electric Distributor
Ushijima	Hiroaki	Elwood Energy, LLC	Generation Owner
Vanderlaan	Bill	Illinois Commerce Commission	None
Wettstein	Jeff	Pearl Street Technologies, Inc.	None
Wharton	Matthew	PJM Interconnection	None
Whitehead	Jeff	GT Power Group	None
Whitlow	Jason	Dominion Virginia Power	Transmission Owner
Wilson	James	Other	None
Wu	Mia	PJM Interconnection	None
Wylie	Ericka	Exelon Business Services Company, LLC	Transmission Owner
Yan	George	PJM Interconnection	None
Yasutake	Sarah	Jersey Green Energy LLC	Other Supplier
Youth	Michael	North Carolina Electric Membership Corporation	Electric Distributor
Yovanovich	Laura	PPL Electric Utilities Corp. dba PPL Utilities (TO)	Transmission Owner
Zahidi	Mohamed	Public Service Electric and Gas Company	Transmission Owner

#### Antitrust:

You may not discuss any topics that violate, or that might appear to violate, the antitrust laws including but not limited to agreements between or among competitors regarding prices, bid and offer practices, availability of service, product design, terms of sale, division of markets, allocation of customers or any other activity that might unreasonably restrain competition. If any of these items are discussed the chair will re-direct the conversation. If the conversation still persists, parties will be asked to leave the meeting or the meeting will be adjourned.

#### 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:

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#### 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 dialog shall be shared orally by entering the speaker queue.

## On the Phone, Dial



to Mute/Unmute

## Linking Teleconference Connection to Webex

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## 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.*