

**Planning Committee**  
**Webex / PJM Conference and Training Center**  
**January 07, 2024**  
**9:00 a.m. – 11:30 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 December 03, 2024 Planning Committee and December 16, 2024 Special Planning Committee by acclamation with 0 objections and 0 abstentions.
3. Ashwini Bhat reviewed the 2025 PC Work Plan.

## Endorsements

4. TO/TOP Matrix Annual Review

Gizella Mali, PJM, reviewed Rev. 19 of the TO/TOP Matrix as a part of the annual review. The committee endorsed a recommendation that the TOA-AC approve the TO/TOP Matrix Rev.19. The recommendation was endorsed by acclamation with 0 objections and 0 abstentions.

5. 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 committee endorsed a recommendation that the TOA-AC approve Rev. 3 of the TTMS Charter. The recommendation was endorsed by acclamation with 0 objections and 0 abstentions.

6. 2025/2026 RPM 3rd Incremental Auction (3IA) Installed Reserve Margin (IRM), Forecast Pool Requirement (FPR)

This item was removed from the Planning Committee as a result of the forthcoming potential revisions to the Effective Load Carrying Capability (ELCC) class rating values posted for the 2025/2026 RPM 3IA. PJM plans to bring this item to the January MRC for endorsement upon first read.

## Informational Updates

A. Effective Load Carrying Capability (ELCC) Update

Andrew Gledhill, PJM, provided an update on the status of ELCC class ratings.

## 7. Preliminary 2025 Load Forecast

Molly Mooney, PJM, reviewed the preliminary 2025 Load Forecast result.

## 8. Planning for Large Load Additions

Joseph Bowring, IMM, discussed the proposal to integrate large load additions into PJM Planning process.

## 9. Grid Optimization Solutions

Chris Callaghan, PJM, provided an update on a newly established webpage and technical reference guides for Grid Optimization Solutions.

## 10. Capacity Markets Enhancements – Capacity Emergency Transfer Limit (CETL)

Megan Heater, PJM, provided an update on the CETL issue charge.

[Capacity Market Enhancements – CETL](#)

A special PC was held on December 16, 2024 for CETL education. MRC approved the venue change of CETL issue to ELCCSTF on December 18, 2024. The next ELCCSTF will be held on Friday, January 10, 2025.

## 11. Reliability Compliance Update

This item was converted into an Informational Posting.

### Informational Posting

#### A. Model Build Activity Update

- RTEP

- 2025 Series Load Flow

- PJM to provide Trail 2 cases on December 17<sup>th</sup>
    - TOs to provide Trail 2 updates by January 17<sup>th</sup>

- 2025 Series Short Circuit

- PJM to provide Trail 1 cases by January 10<sup>th</sup>

- CIP-014

- PJM to provide 3 year summer and light load dynamics cases by January 31<sup>st</sup>
- MMWG
  - 2024 Series Dynamics
    - PJM provided Trial 1 corrections to PowerTech

Future Meeting Dates and Materials			Materials Due to Secretary	Materials Published
Date	Time	Location	5:00 p.m. EPT deadline*	
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
Abate	Steve	Duquesne Light Company	Transmission Owner
Abdurrahman	Muhsin	Vistra Corporation	Generation Owner
Adams	Darrin	East Kentucky Power Cooperative, Inc.	Transmission Owner
Adnan	Khan	Dominion Virginia Power	Transmission Owner
Affleck	Jon	PJM Interconnection	None
Ahuja	Manan	61 Commodities	None
Alan	Mok	Duke Energy	Transmission Owner
Ali	Shadab	NextEra Energy Transmission, LLC	Generation Owner
Allen	Gerald	Other	None
Amoling	Leo	PJM Interconnection	None
Anders	David	PJM Interconnection	None
Anderson	Juliet	Constellation Energy Generation, LLC	Generation Owner
Apostol	David	Exelon Business Services Company, LLC	Transmission Owner
Arega	Robel	Other	None
Arkatin	Tyler	PJM Interconnection	None
Armijo	Cyrus	EDF Energy	None
Aslam	Nabeel	Public Service Electric and Gas Company	Transmission Owner
Aurely	Marc	EN Engineering LLC	None
Ayers Brasher	Jennifer	Queequeg Renewables	None
Bachus	Tim	PJM Interconnection	None
Bailey	Ronnie	Duquesne Light Company	Transmission Owner
Bainbridge	Tom	American Transmission Systems, Inc.	Transmission Owner
Baker	Laura	Duke Energy Ohio, Inc.	Transmission Owner
Barker	Jason	Vitol Inc.	Generation Owner
Barmack	Matt	Calpine Energy Services, L.P.	Generation Owner
Benner	William	PJM Interconnection	None
Benson	Dan	Duke Energy Indiana, LLC	None
Berner	Aaron	PJM Interconnection	None
Bernstein	Matthew	PJM Interconnection	None
Boehnlein	Andrew	State Corporate Commission Virginia	None
Bommareddy	Chandana	Innergex Renewable USA LLC	None
Bondi	Greg	Constellation Energy Generation, LLC	Generation Owner
Borgatti	Mike	Gabel Associates	None
Bowker	Shannon	PJM Interconnection	None
Bradley	Heisey	Tenaska	Generation Owner

Branch	John	Enel X North America, Inc.	None
Breidenbaugh	Aaron	Enerwise Global Technologies, LLC	None
Brett Lee	Bettinger	Duke Energy	Transmission Owner
Brodbeck	John	EDP Renewables North America LLC	None
Buehler	Susan	PJM Interconnection	None
Callen	Zachary	Illinois Commerce Commission	None
Campbell	Bruce	Campbell Energy Advisors	None
Carmean	Gregory	Organization of PJM States, Inc.	None
Carson	Donna	East Kentucky Power Cooperative, Inc.	Transmission Owner
Caven	Augustine	PJM Interconnection	None
Cham	Edrissa	Savion, LLC	None
Chamberlain	Kevin	Commonwealth Edison Company	Transmission Owner
Chang	Sean	Shell Energy North America (US), L.P.	Other Supplier
Cocco	Michael	Old Dominion Electric Cooperative	Electric Distributor
Coffman	Corban	Husch Blackwell	None
Connolly	Matt	PJM Interconnection	None
Cox	Jason	EQ Energy Advisors, LLC	None
Coyle	Billy	Dominion Virginia Power	Transmission Owner
Curtis	Kenneth	Enverus	None
Dadourian	John	Monitoring Analytics	None
D'Antonio	Phil	PJM Interconnection	None
Davies	Steve	Other	None
Davis	Becky	PJM Interconnection	None
Davis	David	Apex Clean Energy Holdings, LLC	None
Davis	Jim	Apex Clean Energy Holdings, LLC	None
DeGiusto	Vince	UGI	Transmission Owner
Diaz	Juan	Public Service Electric and Gas Company	Transmission Owner
DiMartino	Denise	PJM Interconnection	None
Dolan	Ryan	NextEra Energy Transmission, LLC	None
Domian	Christin	Duquesne Light Company	Transmission Owner
Donohue	Erin	Enel X North America, Inc.	None
Dossin	Sophia	Big Sandy Peaker Plant, LLC	Generation Owner
Drew	Sam	Voltus, Inc.	None
Du	Yuan	Virginia Electric & Power Company	Transmission Owner
Dugan	Chuck	East Kentucky Power Cooperative, Inc.	Transmission Owner
Dumitriu	Andrei	Public Service Electric and Gas Company	Transmission Owner
Eakins	Doug	Commonwealth Edison Company	None
Embert	Nora	PJM Interconnection	None
Everngam	Scott	Blue Horseshoe Energy LLC	None
Fan	Zhenyu	PJM Interconnection	None

Fee	George	Appalachian Power Company (AEP Generation)	Transmission Owner
Filomena	Guy	Customized Energy Solutions, Ltd.	None
Fink	Regan	Pine Gate Mid-Atlantic, LLC	None
Fink	Sari	Pine Gate Mid-Atlantic, LLC	None
Foladare	Kenneth	Geenex Solar LLC	Other Supplier
Ford	Adrien	Constellation Energy Generation, LLC	Generation Owner
Foster	Tom	PJM Interconnection	None
Foster Cronin	Denise	East Kentucky Power Cooperative, Inc.	Transmission Owner
Franks	Ed	PJM Interconnection	None
Frede	Shannon	Maryland Energy Administration	None
Gelbaugh	Andrew	Talen Energy Marketing, LLC	None
Gerena	Eric	First Energy	Transmission Owner
Ghosh	Josh	Cypress Creek Renewables, LLC	Generation Owner
Gilani	Rehan	Castleton Commodities Energy Services LLC	None
Glatz	Sue	None	None
Goldberg	Jeffrey	PJM Interconnection	None
Gordon	Jon	Advanced Energy Economy	None
Greening	Michele	PJM Interconnection	None
Grey	Bruce	Samsung	None
Hackett	Tyler	None	None
Hallett	Brian	ReliabilityFirst	None
Hanawa	Angie	Enel X North America, Inc.	None
Harris	Kevin	Exelon Business Services Company, LLC	Transmission Owner
Hastings	David	Public Service Electric and Gas Company	Transmission Owner
Hastings	Jason	Total Energies	None
Hatfield	Jeremy	Old Dominion Electric Cooperative	Electric Distributor
Hayik	Seth	PJM Interconnection	None
Hazel	Steve	Geenex Solar LLC	Other Supplier
Heinle	Erik	Dynegy Marketing and Trade, LLC	Generation Owner
Henderson	George	RPA Advisors	None
Herel	Suzanne	PJM Interconnection	None
Herman	Michael	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
Horner	Adrian	Geenex Solar LLC	Other Supplier
Horning	Lynn	American Municipal Power, Inc.	Transmission Owner
Horstmann	John	Dayton Power & Light Company (The)	Transmission Owner

Huang	James	Electranet REP I, LLC	None
Hurd	Shawn	Monongahela Power Company	Transmission Owner
Hutt	Daniel	Public Service Electric and Gas Company	Transmission Owner
Hyzinski	Tom	GT Power Group, LLC	None
Iler	Art	Other	None
Inskeep	Ben	Citizens Action Coalition	None
Isaac	Carlos	Exelon Business Services Company, LLC	Transmission Owner
Janicki	Diane	Boston Energy Trading and Marketing LLC	None
Jardot	Gina	NRG Curtailment Solutions, Inc.	None
Jeff	Baker	Duke Energy	Transmission Owner
Jens	Tom	Black Oak Capital Management, LLC	None
Jesensky	Mike	Old Dominion Electric Cooperative	Electric Distributor
Johnson	Carl	Customized Energy Solutions, Ltd.	None
Johnston	David	Other	None
Jones	Scott	Office Of Utility Consumer Counselor	None
Kalaskar	Rahul	AES Laurel Mountain, LLC	Generation Owner
Karki	Mahesh	Savion, LLC	None
Kelly	Gwen	PJM Interconnection	None
Kelly	Stephen	Brookfield Renewables	None
Kemp	Helen	Splight	None
Khan	Aftab	PJM Interconnection	None
Kilgallen	Kevin	Avangrid Renewables, LLC	None
Kirk	Ryan	NextEra Energy Marketing, LLC	Other Supplier
Koehler	Nick	Appalachian Power Company (AEP Transmission)	Transmission Owner
Koeppinger	Allie	Michigan Public Service Commission	None
Konowal	Richard	PJM Interconnection	None
Kwon Ha	Soo	Dominion Virginia Power	Transmission Owner
L Ellis	Jordan	American Electric	Transmission Owner
Lacek	Mollie	PJM Interconnection	None
Lafayette	Robin	PPL Electric Utilities Corp. dba PPL Utilities (TO)	Transmission Owner
Laios	Takis	American Electric	Transmission Owner
Leatherman	Carter	Duquesne Light Company	Transmission Owner
Lee	Suin	PJM Interconnection	None
leeming	thomas	Exelon Business Services Company, LLC	Transmission Owner
Leith Yessian	Devin	RTO Insider	None
Lescano	Amanda	New Jersey Board of Public Utilities	None
Lin	Nathan A	Virginia Electric & Power Company	Transmission Owner
Lockwood	Dan	PJM Interconnection	None
Lojek	Jacquelyn	American Transmission Systems, Inc.	Transmission Owner
Long	Ryan	Virginia Electric & Power Company	Transmission Owner



Lunde	Constance	Savion, LLC	None
Lyakhovich	Leonid	Public Service Electric and Gas Company	Transmission Owner
Lynch	Jessica	PJM Interconnection	None
Lynn	Brian	PJM Interconnection	None
M Hooker	Marquette	Dominion Virginia Power	Transmission Owner
Mabry	David	McNees Wallace & Nurick LLC	None
Mahmud	Rajul - I - Haque	National Grid USA	None
Marshall Torres	Emma	Elevate Renewables	None
Mason	Gary	Duke Energy Ohio, Inc.	Transmission Owner
Mason	Julie M	Duke Energy Ohio, Inc.	Transmission Owner
Massarelli	Eva	Dominion Virginia Power	Transmission Owner
Mathew	Lagy	PJM Interconnection	None
McClure	Emily	Other	None
McCorry	Hannah	Illinois Commerce Commission	None
McElwaine	Kathy	PJM Interconnection	None
McGill	Susan	PJM Interconnection	None
McNeil	Justin	Kentucky Public Service Commission	None
Meng Khaw	Yew	Algonquin Power	None
Mertz	Chris	Candela Renewables	None
Mihaly	Imola	Nautilus Power, LLC	Generation Owner
Mir	Haroon	Zero Emission Grid	None
Moff	Justin	American Transmission Systems, Inc.	Transmission Owner
Mooney	Molly	PJM Interconnection	None
Mullin	Michael	PPL Electric Utilities Corp. dba PPL Utilities (LSE)	Transmission Owner
Murray	Jeffery	Dominion Virginia Power	Transmission Owner
Murteira	Ana	Public Service Electric and Gas Company	Transmission Owner
Nareshkumar	Koushy	Potomac Electric Power Company	Electric Distributor
Newbill	Brandon	Old Dominion Electric Cooperative	Electric Distributor
Nguyen	Henry	PECO Energy Company	Transmission Owner
Nix Simon	Emma	EDF Trading	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)	Generation Owner
Orvis Voltus	Emily	Voltus, Inc.	None
Osborn	Eric	EDF Trading	None
P Murray	Jeffery	Dominion Virginia Power	Transmission Owner
Pakela	Gregory	DTE Energy Trading, Inc.	None
Palermo	Jeff	PJP Consulting	None



Panchal	Hitesh	PJM Interconnection	None
Papp	Joseph	Exelon Business Services Company, LLC	Transmission Owner
Parikh	Aakash	Voltus, Inc.	None
Patel	Anita	PJM Interconnection	None
Patel	Anjali	David Gardiner and Associates	None
Patt	Dan	GE	None
Pearlman	Toba	Illinois Commerce Commission	None
Petruso	Dominick	Public Service Electric and Gas Company	Transmission Owner
Petruso	Dominick	Public Service Electric and Gas Company	Transmission Owner
Pezalla	William	Old Dominion Electric Cooperative	Electric Distributor
Phenix	Michael	Red Oak Power, LLC	Generation Owner
Pietrucha	Doug	Other	None
Pilong	Chris	PJM Interconnection	None
Pohlod	Michael	Voltus, Inc.	None
Pollpeter	Brandon	Longview Infrastructure	None
Potter	Harrison	Virginia Electric & Power Company	Transmission Owner
Poulos	Greg	PJM Interconnection	None
Price	Mark	DC Energy Mid-Atlantic, LLC	None
Quevada	Jason	PJM Interconnection	None
Quinlan	Pamela	Other	None
Quinlan	Pamela	Other	None
Rainey	John	Northern Virginia Electric Cooperative (NOVEC)	Electric Distributor
Rajan	Abhijit	Dominion Virginia Power	Transmission Owner
Rasmussen	Jay	Duke Energy Business Services LLC	Transmission Owner
Razze	Scott	Potomac Electric Power Company	Electric Distributor
Richard	Alexandre	Voltus, Inc.	None
Richards	Wade	Apex Clean Energy Holdings, LLC	None
Rode	Advait	Other	None
Rohrbach	John	Wabash Valley Power Association, Inc.	None
Rohs	Fred	Marina Energy, LLC	Generation Owner
Ruck	Andrew	Freeport Commodities	None
Russ	Michael	Strata Clean Energy	None
Sablosky	Maximillian	Qcells USA Corp.	None
Saluja	Varun	National Grid USA	None
Samuel	Allison	Virginia State Corporation Commission	None
Sanchez	Lilia	Total Energies	None
Sasser	Jonathan	Customized Energy Solutions, Ltd.	None
Scarpignato	David	Calpine Energy Services, L.P.	Generation Owner
Scheirer	Alex	Jersey Green Energy LLC	Other Supplier
Schisler	Kenneth	Cpower Energy Management	None

Schmidt	Tom	Buckeye Power, Inc.	Electric Distributor
Schmitt	Catherine	Public Service Electric and Gas Company	Transmission Owner
Schoon	David	PJM Interconnection	None
Scott	Hugh	Baltimore Gas and Electric Company (TO)	Transmission Owner
Shegarfi	Roozbeh	Exelon Business Services Company, LLC	Transmission Owner
Shields	Tom	Other	None
Singh	Harsimran	Parkway Generation Operating LLC	Generation Owner
Skumanich	Bill	RTR Energy Solutions LLC	None
Sloan	Ben	Other	None
Sotkiewicz	Paul	E-Cubed Policy Associates, LLC	None
Stadelmeyer	Rebecca	Jersey Green Energy LLC	Other Supplier
Staevska	Asya	PJM Interconnection	None
Stanek	Jason	PJM Interconnection	None
Steely	Aaron	Advantage Renewables	None
Steichen	Renae	Bath County Energy, LLC	None
Stern	Aex	Exelon Business Services Company, LLC	Transmission Owner
Steve	Steinkuhl	Duke Energy	Transmission Owner
Steven	Kirk	Nextera Energy	Generation Owner
Strate	Ben	Constellation Energy Generation, LLC	Generation Owner
Stuchell	Jeff	American Transmission Systems, Inc.	Transmission Owner
Sturgeon	John	Duke Energy Business Services LLC	Transmission Owner
Suh	Jung	Calpine Energy Services, L.P.	Generation Owner
Sun	Haibin	Exelon Business Services Company, LLC	Transmission Owner
Sun	Haiibn	Exelon Business Services Company, LLC	Transmission Owner
Sussler	Philip	Other	None
Szmodis	Chris	PPL	Transmission Owner
Taberner	Bart	American Electric	Transmission Owner
Tangvald	Rainor	Duke Energy Ohio, Inc.	Transmission Owner
Theaker	Brian	Middle River Power	Generation Owner
Thomas	Amber	Exelon Business Services Company, LLC	Transmission Owner
Tierney Llyod	Mona	Enel X North America, Inc.	None
Tuan	Truong	Duke Energy	Transmission Owner
Ushijima	Hiroaki	Elwood Energy, LLC	Generation Owner
vanderlaan	Bill	Illinois Commerce Commission	None
Vermeire	David	Pepco Holdings	Transmission Owner
Vitiello	Jacki	Virginia Electric & Power Company	Transmission Owner
Waldo	Tom	EDF Trading	None
Waweru	James	PJM Interconnection	None
Wehnes	Kathleen	Other	None
Wharton	Matthew	PJM Interconnection	None

Whitehead	Jeff	GT Power Group	None
Whitlow	Jason	Dominion Virginia Power	Transmission Owner
Wilches	Rafael	PSEG Energy Resources and Trade LLC	Transmission Owner
Wilson	James	Wilson Energy Economics	None
Winsky	Timothy B	Virginia Electric & Power Company	Transmission Owner
Wu	Mia	PJM Interconnection	None
Wylie Chambers	Ericka	Exelon Business Services Company, LLC	Transmission Owner
Xang	Keri	None	None
Yovanovich	Laura	PPL Electric Utilities Corp. dba PPL Utilities (TO)	Transmission Owner
Yu	Haibin	Calpine Energy Services, L.P.	Generation Owner
Zelensky	Mark	PPL Electric Utilities Corp. dba PPL Utilities (LSE)	Transmission Owner
Zhou	Ming	DXT Commodities North America Inc.	None
Zhou	Zhangxin	DXT Commodities North America Inc.	None

#### 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:

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.

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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 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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