

OpenVoice Conference Call System

Participant Instructions

To join the call

- 1) Dial the main number: **1(888)585-9008**
- 2) Once prompted, dial the conference room number: **432162565#**
- 3) The next statement you will hear from the system is “if you are the organizer, please select the star, otherwise, please hold.” The system will let you know that you are connected to the call. You will hear music play until the organizer has joined the call. The system will go on to say “for a menu of available commands, push star 1” but you do not need to take any action at this point. If you do not hear music when you call in that means the organizer has joined and you have already been connected to the call. All lines will be muted. Even though your line is muted, you will be able to hear board members and staff on the call. At this point in the teleconference call, you do not need to introduce yourself or let the board know you are on the call. The chair will recognize you when your item/tab comes up on the agenda.

When the meeting starts at the scheduled time noticed on the FAR at <https://www.flrules.org/default.asp> and listed on our website at <https://flboardofmedicine.gov/>, instructions will be given for the meeting by Board Staff.

During the call

- 1) When your tab is called, you will need to unmute your line by selecting ***2** on your phone and let the chair know you are present. If you have legal counsel, they should identify themselves also. After answering that question, please select ***2** again on your phone to mute your line until you are called on by the board.
- 2) When the matter you have before the board is complete, you may disconnect from the call or you may stay on the call with your phone muted.