



**Crown
Commercial
Service**

Joining Instructions for Technology Expense Management (TEM)

(RM3802) Webinar Session via WebEx

Tuesday 19th December 2017, 13:30 to 15:00

Item	Time	Lead
Attendees log on via WebEx	13:30 to 13:35	
Introduction to Session	13:35 to 13:45	Robin Beaven
Purpose of this webinar	13:45 to 13:55	Deborah Mylett
Overview of the TEM requirement.	13:55 to 14:20	Deborah Mylett
The procurement process	14:20 to 14:40	Robin Beaven
Pause to allow Authority to review any questions received during webinar		
Questions and Answers	14:45 to 15:00	

Please review the joining information and additional instructions below.

You are invited to attend our WebEx online webinar on RM3802 Technology Expense Management (TEM).

We have included access details below, including the link to the session (marked '[Join the Webinar](#)' below), you should be able to access the session from around 13:30 on the day, this is to allow for it taking a few minutes to access the session ready for a prompt start at 13:35.

You may need to allow and run the Java application (if prompted). If this does not work, select and run the "temporary application" option.

On successfully accessing the session, your browser will display the presenter's desktop being shared by WebEx.

You will also need to access the session's audio conference. To do this, select the "Audio" option from the drop-down menu at the top of the screen:

- Select "Audio Connection";
- Select "Call Me" from the options list;
- Select the UK flag (the USA flag may be the default displayed);
- Enter your full phone number (including area code);
- When your phone rings, follow the voice instructions to be placed in the conference.

Joining Instructions

Click this link to [Join the webinar](#)

Meeting number (access code): 846 856 063

Meeting password: RM3802

Because of the numbers of people on the call, if you wish to ask a question please type your question using the chat function. The Authority may answer questions raised during the webinar however if they are more complex, answers will be answered after the webinar. **All** questions raised during the webinar will be published in line with the clarification process for this procurement.

Please do not forget to test the Cisco Webex in Advance of the meeting on your device as Crown Commercial Service will not be able to provide assistance or halt the webinar. A test link has been provided below:

<https://www.webex.com/test-meeting.html>