



To: All State and Local Purchasing Professionals

You are invited to attend the following webinar:

**Webinar:** Biological and Laboratory Equipment & Supplies  
**Date:** September 17, 2019  
**Time:** 11:00 AM – 12:00 PM  
**Registration:** <https://register.gotowebinar.com/register/3283027771532890627>

This webinar will present information on the SWC for Biological and Laboratory Equipment & Supplies (99999-SPD-0000156). General guidelines for purchasing biological and laboratory equipment & supplies will be discussed during this webinar.

This invitation contains all the information you will need to participate in the webinar online.

#### About the webinar technology:

The webinar has both a visual and an auditory component, and you will need to log in to a website to view the presentation. You will need access to a computer with a sound card and speakers to hear the audio. Alternatively, you may dial into the webinar audio at a number specified upon registration with a PIN provided during login. ***You may incur long-distance charges using the dial-in option.***

#### Preparing for the webinar:

To participate in the webinar, you will need to download the GoToMeeting software.

- To do this, select the link below and follow the prompts to download the webinar program.
- It may take 5-10 minutes to complete this, so please log into the conference at least 15 minutes before the start time of the webinar or perform the download in advance.
- If the webinar software was successfully downloaded, you will see an orange flower in the tool tray located in the bottom right corner of your screen.

#### Attending the webinar:

The day of the webinar, you will be able to enter a session 15 minutes before the start time.

- Register **in advance** at the link provided below. Once you register, you will receive an email confirmation with instructions about how to log on to the meeting.
- Please enter your first and last name when prompted.
- An attendee quick reference guide is provided for your convenience and the speaker will provide more instructions at the beginning of each session.



## Registration information:

Please register in advance to attend the webinar at:

<https://register.gotowebinar.com/register/3283027771532890627>

If you have technical difficulties logging into the webinar, please contact technical support at 1-866-962-6492 or <http://support.citrixonline.com/GoToMeeting/> for instructions.

Sincerely,

**Carol Kennedy-Sims**

Category Manager

State Purchasing

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